

DEVELOPMENT DATA & LOGISTICS COORDINATOR

Location: Hybrid (Union Square office in San Francisco and remote)

Type: Full time. Includes being present at weekend and evening events and concerts.

Reports to: Director of Development

Salary: \$33.65/hr Non-exempt

POSITION SUMMARY

Philharmonia Baroque Orchestra & Chorale (Philharmonia) seeks a highly organized, collaborative, and strategic data specialist with strong project and people management skills to join its Development Team. This person in this role will manage the logistics of Philharmonia's Patron Manager database, donor acknowledgement process, and will participate actively in supporting development initiatives, campaigns and event planning. The role will support and work collaboratively with the development team including committees and Board of Directors in realizing development goals and objectives.

DATA RESPONSIBILITIES

- Manage Philharmonia's PatronManager database ensuring a high level of accuracy and consistency in data entry.
- Build and update PatronManager reports that accurately reflect current contributed revenue status and offer insight into giving trends to support increased giving.
- Ensure accuracy, consistency, and timely sharing of information with Finance Team and Office Coordinator related to reconciliation of PatronManager with accounting software, daily gift logs, and other gift tracking sources.
- Produce financial reports from PatronManager related to annual financial audit requirements.
- Track gift status and proactively follow up on outstanding contributed revenue pledges, gifts of stock, bequests, etc. and provide information to Finance Team to ensure accurate cash flow projections.
- Work in close collaboration with Office Coordinator on shared development & administrative tasks.
- Collaborate with the Director of Development to build campaigns in PatronManager that accurately represent Philharmonia's fundraising and relationship management efforts and support comprehensive reporting.
- Ensure utilization of campaigns, coding, data entry, and reporting are consistent across all departments.
- Document appropriate data entry protocols, offering recommendations for process improvement where appropriate.
- Guide development team members and appropriate Philharmonia staff in learning basic data entry protocols.

ACKNOWLEDGMENT RESPONSIBILITIES

- Produce timely, accurate donor acknowledgement letters, updating acknowledgement language as appropriate.
- Manage donor benefits fulfillment for both individual and institutional donors.
- Produce reports and materials to support board acknowledgement of their donor portfolios.
- Collaborate with Director of Development on additional acknowledgment initiatives including phone calls, emails, events, and other opportunities to actively engage and thank donors.
- Maintain digital and hard copy individual and institutional donor files.

EVENT & CONCERT LOGISTICS RESPONSIBILITIES

- Support planning and logistics of special events, in coordination with Director of Development, including managing venue and vendor relationships, invitation lists, and guest responses.
- Attend events in a supporting role including guest check in and seating, technical logistics, and problem-solving, while ensuring a positive guest experience.
- Act as point person in the coordination of special events and Board mandated or Development Committee activities and initiatives.

IDEAL QUALIFICATIONS

- Two (2) or more years of project management experience in a complex work environment with responsibility for multiple projects.
- High attention to accuracy and detail with excellent follow-up skills.
- Experience tracking fundraising or other campaigns and analyzing and reporting on outcomes.
- Competence with PatronManager or other CRM systems. Administrator certification in PatronManager strongly preferred.
- Background in professional software and office administration, including mail merges.
- Excellent customer service and relationship management skills.
- Interest in Baroque music.
- Strong written and oral communication skills and experience.
- Collaborative, results-driven approach.

Note: This is a list of ideal skills and qualifications, and we are aware that candidates may gain their experience in a variety of different ways and that candidates may not possess all of these skills. If you feel your experience is a good fit for Philharmonia, we encourage you to apply.

TO APPLY

Please submit your resume and cover letter via email to jobs@philharmonia.org and specify “Development Data and Logistics Coordinator” in the subject line.

Deadline to apply is Friday, August 23, 2024, however applications will be reviewed upon submission, so applicants are encouraged to apply early. No paper applications or phone calls please. Application submissions may be directed to: Shawn D. Ingram, Interim Director of Development.

Philharmonia Baroque Orchestra & Chorale is an equal opportunity employer and encourages candidates from historically underrepresented communities to apply. We are committed to a collaborative work environment that supports, inspires, and respects all individuals and provides employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected class.