



Position: **Development Department Coordinator**

Employment Type: Full-Time Hourly/Non-Exempt

Department: Development

Salary Range: Commensurate with experience (range of \$28 - \$32 per hour)

Reports To: Vice President of Development
(dotted line to Director of Development Operations)

Position Summary

The Development Department Coordinator supports the activities of the Vice President of Development. The position provides support to the department and in coordinating communications within the department, marketing team, President and others.

Key Duties & Responsibilities

- Provide support to the Vice President of Development as well as members of the development department staff:
 - Compose/draft letters, board reports, answer correspondence, draft inter-office announcements, answer phones and other items as needed and/or directed;
 - Schedule meetings and keep the department calendar;
 - Prepare materials for regularly scheduled fundraising moves management meetings and departmental meetings;
 - Regularly update portfolio, plans and action steps for Vice President of Development;
 - Manage calendar for Vice President of Development;
 - Schedule board committee meetings and social activities as directed, including the board development committee and campaign committees;
 - Take minutes when required; transcribe and disseminate them in a timely fashion;
 - Coordinate the concert sponsorships program
 - Achieve a high degree of proficiency with the Tessitura database;
 - Assist with donor and prospective donor research activities.

- Be the development department liaison to the President of the Symphony for fundraising needs:
 - Work with the Vice President of Development to ensure that the President has a schedule of upcoming donor meetings and all materials needed for these meetings;
 - Assist the President's Executive Assistant as needed for board meetings, annual meeting, and other occasions;
 - Assist board members and major donors as directed;
 - Other related duties as assigned.
- Support the activities of various fundraising special campaigns, including meeting coordination, materials distribution, and related communications.

Note: Nothing in this job description restricts the Director's supervisor from re-assigning duties and responsibilities to this job at any time.

Experience and Qualifications

- Must be detail oriented, well-organized and possess a demonstrated ability to prioritize, solve problems with tact and discretion, and have a goal- and results-oriented focus.
- Individual should be able to demonstrate personal initiative, excellent judgment, and ability to learn quickly.
- Must have the ability to effectively proof-read written materials and make suggested edits and corrections
- Individual must have a warm and outgoing personality, outstanding telephone etiquette, and the ability to interact comfortably with major donors, board members and others.
- Must be able to maintain a positive attitude and be a supportive team player.
- Maturity and ability to respect the confidentiality of donor or private information.
- Must be able to work comfortably in a fast-paced environment.
- Must be available to work overtime for special events, or as otherwise requested, or/or attend concerts. Some nights and weekend work may be necessary.
- Must be proficient with Word, PowerPoint, Excel, Outlook, and Teams.
- Prior experience with Tessitura (CRM system) and donor research tools a plus

Compensation

Pacific Symphony offers a comprehensive compensation and benefits package including retirement plan options; escalating paid vacation, sick, personal days, and holidays;

health benefits including medical, dental, vision, life, and long-term disability insurance; flexible spending accounts and employee assistance program; and complimentary tickets.

To Apply:

- Email your resume, cover letter and salary requirements to Emily Rankin, Vice President of Development - erankin@pacificsymphony.org
- Please begin your subject line with the words “Development Department Coordinator”
- No phone calls please

Organizational Background

Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County, California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsyte. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks of prestigious orchestras such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming, and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled "Fearless Journeys." Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at the Great Park Live. Music Director Carl St.Clair is celebrating his 35th and final season with Pacific Symphony, while newly

appointed Principal Pops Conductor, Enrico Lopez-Yañez, is currently celebrating his 2nd season leading the Pops series.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.