

Development Coordinator

The League of American Orchestras (americanorchestras.org) leads, supports, and champions America's orchestras and the vitality of the music they perform. Founded in 1942 and chartered by Congress in 1962, the League links a national network of thousands of instrumentalists, conductors, managers and administrators, board members, volunteers, and business partners. Its diverse membership of nearly 800 orchestras across North America runs the gamut from world-renowned symphonies to community groups, from summer festivals to student and youth ensembles. The only national organization dedicated solely to the orchestral experience, the League is a nexus of knowledge and innovation, advocacy, and leadership advancement for managers, musicians, volunteers, and boards. Its conferences and events, award-winning *Symphony* magazine, website, and other publications inform music lovers around the world about orchestral activity and developments.

Position Summary:

The Development Coordinator reports to the Vice President, Development and is responsible for providing high level administrative support for the members of the League's development team.

Salary Range: \$42,000-\$46,000

Primary Responsibilities:

- Manage all gift and donor-related data entry (institutional and individual), maintaining clean and up to date data
- Coordinate all gift acknowledgments and pledge reminders in a timely manner
- Coordinate annual fund mailings, including mail and email merges
- Coordinate donor information and generate reports and queries as requested
- Maintain donor lists for *Symphony* Magazine and other purposes
- Prepare donor briefings for Board and donor/prospect events and meetings
- Provide research support for prospective individual and institutional donors
- Provide scheduling support and background materials for VP of Development and other staff for donor meetings
- Assist with management and preparation of materials for the Development and Governance Committees of the Board
- Keep invitation and RSVP lists for development events as needed
- Work collaboratively with members of all departments.
- Other duties as assigned



Qualifications:

BA and/or relevant work experience required. Prior experience in a non-profit environment preferred. Demonstrated willingness and ability to manage multiple tasks simultaneously. High proficiency in Microsoft Word, Excel and Outlook. CRM experience preferred. Excellent interpersonal skills, including the ability to interact and communicate professionally with staff, board and donors.

To Apply:

Please submit a cover letter and resume to awood@nonprofithr.com with "LAO Development Coordinator" in the subject line. No phone calls please.

The League of American Orchestras is an Equal Opportunity Employer.