

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

Job Announcement

DEVELOPMENT COORDINATOR

JOB DESCRIPTION

The Development Coordinator works with the Music Director, Symphony staff, Development Committee, and Special Events Committee to: increase resource development for the Helena Symphony; oversee special events and projects that generate donors and revenue; and provide support for general Symphony operations.

SPECIFIC DUTIES

- * Assist with implementation of fundraising and resource development initiatives
- * Work directly with the Development Committee and the Music Director
- * Work with the Development Committee to increase Sponsorships (concert sponsors, musician sponsors, guest artist sponsors)
- * Work with Season Partners (in-kind and trade relationships)
- * Assist in maintaining current grants, including reporting and renewals
- * Assist with grant research and new applications
- * Oversee monthly Development Calendar & Development Plan
- * Assist with donor management and communication, using Customer Relation Management database
- * Assist with donor mailings, email communications, and donor events
- * Work with the Special Events Committee on fundraising goals
- * Assist with bookkeeping using QuickBooks
- * Other duties as assigned

REQUIREMENTS

- * superior organizational skills
- * excellent oral and written communication skills
- * previous experience in nonprofit fundraising preferred
- * strategic thinker with excellent planning and management skills
- * ability to work independently and with teams of people
- * highest integrity and ethical standards
- * capacity to learn and adapt to change
- * ability to sustain the trust and confidence of internal and external constituencies
- * ability to develop and maintain a commitment to excellence, creativity, teamwork, and mutual respect
- * appreciation for classical music, and understanding of its value in the community
- * excellent computer skills
- * experience and thorough knowledge of Microsoft Office as well as task management applications
- * Bachelor's degree preferred (not required)
- * some music background preferred (not required)

COMPENSATION & HOURS

The position requires 20 hours a week and hours are flexible. The position requires work during concerts and special events, so some nights and weekends are required.

Salary: \$18,000-\$20,00 annually with paid holidays, sick leave, and vacation. No health benefits are offered at this time.

HOW TO APPLY:

Please submit a detailed resume and letter of interest to Scott Kall, Director of Patron Services, at patronservices@helenasympphony.org. Candidates selected will interview with search committee and the Music Director. Applications will be considered until the position is filled; however, applications received before 1 September 2018 will be given priority.