

Job Description

Development Coordinator

The Florida Orchestra is seeking a highly organized, customer service oriented individual to fill the role of Development Coordinator. Responsibilities include management of fundraising calls for the Chief Development Officer and Board volunteers. This position will provide service to high-level donors and Board members. This position will provide support for the day-to-day management of the Development department. Additionally, the position will provide administrative support and management for the Development and Governance Committees of the Board of Directors, as well as the Board of Consultants Governance Committee and full Board.

Reports to:

Chief Development Officer

Basic Responsibilities:

Work with the Chief Development Officer to manage the fundraising calls process for the Board, CEO, and the Chief Development Officer. Prepare notes, research, and briefing documents as needed. Follow up to ensure calls are being scheduled. Schedule fundraising and stewardship calls as necessary.

Help manage the Development and Governance committees of the Board of Directors and the Board of Consultants Governance and full Board meetings. Prepare materials, take notes, and manage all correspondence with the committees.

Maintain and update Development presentations as needed.

Handle day-to-day donor needs and questions. Work with development staff in providing service to individual, corporate, and foundation donors. Assist with Gala preparation as needed.

Provide administrative support to the Development Department.

Other duties as assigned.

Preparation and Knowledge:

- Bachelor's degree with a minimum of one year related experience or equivalent combination of education and experience
- Experience working with donors and donations preferred
- Experience working with donor software preferred: Raiser's Edge or Tessitura
- Outstanding customer service orientation

- Outstanding interpersonal skills; ability to cultivate positive relationships
- Detail oriented and highly organized
- Is a self-starter with high initiative
- Is open and reacts positively to change; willingly takes on new challenges
- Project management and planning skills with ability to multi-task
- Troubleshooting/problem solving skills
- Able to work effectively in a collaborative, team environment; is willing to assist others

Computer skills using Microsoft Office including CRM database proficiency

Applications:

Please send a cover letter outlining interest and qualifications with resume, salary requirements, and contact information for at least three references. Electronic submissions are preferred. All applications will be treated as confidential and references will not be called without the candidate's knowledge and agreement.

Please send materials to:

The Florida Orchestra – Development Coordinator Search
c/o Jodi Souza, Chief People Manager
244 Second Avenue North, 4th Floor
St. Petersburg, FL 33712
jsouza@floridaorchestra.org

MS Word or Adobe Acrobat attachments only, please.