



Our Mission: “To enhance the quality of life for Johns Creek and north Metro Atlanta residents through the presentation of high-quality performances, educational and other outreach programs that reflect the cultural diversity of our community.”

Development Coordinator Job Description

The Development Coordinator will be a key support position within the Johns Creek Symphony Orchestra and will be responsible for overseeing fundamental components of administration for the JCSO. Duties include engagement in a wide range of topics to support the overall smooth working of the organization. The Development Coordinator reports directly to the Executive Director (ED) and supports staff and Board members within Committee functions. This is a 20 hour/week, part-time position.

GENERAL RESPONSIBILITIES: (These are examples and not necessarily all-inclusive)

Administrative Support:

- Work with the Executive Director to maintain procedures for acknowledgement and tracking of all gifts, donations, and ticket donations
- Assists with timely acknowledgement of gifts via direct mail and email
- Provides data entry and overall donor records maintenance of ticket buyers, donors, and sponsors, including pledges and matching gifts
- Assists with new donor management system data input and coordination
- Researches current and prospective donors
- Schedules meetings with current and prospective donors as needed
- Creates and maintains donor profiles, reports, and documentation
- Provides regular fundraising status reports as requested
- Tracks compliance with established donor and sponsor benefits
- Provides periodic website updates
- Other duties as assigned

Special Event Support:

- Supports the fundraising committee with their efforts, ensuring they are kept up to date on all details of events
- Manages Click Bid database for events such as the annual JCSO Gala
- Work with marketing contractors in the creation of collateral materials for each event
- Coordinates with Director of Volunteers to ensure proper assistance at fundraising events

- Helps manage committee meetings and agendas
- Assists with Donor Cultivation efforts, which may include attendance at some evening and weekend events and concerts

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Associate's degree (AA) or equivalent from two-year college or technical school; basic understanding of fundraising and 1-3 years of related experience preferred
- Computer Skills: Ability to use Microsoft Word, Excel, and make basic changes on a WordPress website; ability to use or quickly learn the donor/ticketing database software (TBD). Ability to research on the internet.
- Certificates, Licenses, Registrations: None required

OTHER SKILLS AND ABILITIES:

- Positive attitude and a willingness to learn new things
- Excellent organizational, interpersonal, and written skills
- Ability to provide exceptional customer service with grace and discretion
- Motivated self-starter with the ability to work independently with purpose and accuracy

Prior experience working in a nonprofit organization and knowledge of classical music is a plus, but not necessary.

To apply for this position, please send a cover letter, resume, and names and contact information for three professional references to linda@johnscreeksymphony.org. No phone inquiries. **Applications will be accepted through July 31, 2024.**