

## Development Coordinator

The Oakland Symphony seeks an organized, detail-oriented, and results-oriented Development Coordinator who takes pride in providing excellent customer service and administrative support, and who enjoys working with volunteers. If you love music and Oakland, and you want to make a real difference in people's lives, we want to hear from you.

**Job title:** Development Coordinator

**Area of focus:** The Development Coordinator serves as the administrative backbone for the fundraising team, helping to build and sustain longstanding relationships with Symphony supporters, including individuals and corporate and foundation donors. S/he manages gift and donor data in the Symphony's Salesforce database, coordinates the acknowledgement process, manages volunteers, assists in special events and attends all concerts and special events as a team representative.

**Reporting Structure:** Reports to Senior Director of Development

**Job type:** Full-time, Non-exempt with flexible hours.

**Duties and responsibilities:**

Data Entry

- Enter all donations and pledges into the database
- Review reports to ensure information is entered consistently and accurately
- Meet with accounting each week to reconcile data entry
- Enter projections, and contact activity for major donors and prospects
- Update records, contact information, event registrations, and other information
- Support the Database Manager by fulfilling basic development needs for reports and contact lists for direct mail, email, and program books

Gift Processing, Reporting, and Acknowledgements

- Manage the acknowledgement process for all gifts
- Ensure all gifts are acknowledged within 72 hours via email and direct mail
- Support the fulfillment of individual donor benefits throughout the year
- Maintain and update all donor and volunteer listings in the program book
- Provide customer service for patrons via phone, email, and in person

Volunteer Management

- Recruit, coordinate, and schedule volunteers for a variety of tasks to support all Symphony teams and activities
- Coordinate volunteer training in advance and on site as needed

- Lead the tracking of volunteer data in the database
- Advocate for and consider volunteer needs and viewpoints
- Create and send volunteer communication email campaigns

Special Events

- Attend all special events
- Assist Fundraising Team in the planning and execution of special donor events
- Manage auction and attendee database for Oakland Symphony Gala
- Provide administrative support for Gala activities.

Grants Management

- Create, organize, and update necessary attachments for all grant applications, including board lists, school site lists, work samples, and testimonials / statements of support in conjunction with the Associate Director of Development
- Lead the completion of the annual DataArts profile in collaboration with staff across the organization

Miscellaneous

- Work all concerts, coordinating any volunteer activities;
- Assist with scheduling, meeting materials, and minutes for meetings;
- Some additional night and weekend work required;
- Other projects and tasks as assigned.

**Requirements:** Qualified candidates for this position will have 1 to 3 years of administrative experience, preferably in a nonprofit fundraising environment. Strong computer skills are required, with knowledge of donor CRM systems a plus. Proficiency in the Microsoft Office Suite and the Google Suite required. A perfect fit for this position will be an organized, efficient, proactive problem-solver, and team player. This position requires occasional work on evenings and weekends.

**Benefits offered:** Salary for full-time commensurate with experience, plus excellent benefits.

To apply, please submit your cover letter and resume to **Anne Cademenos**, Sr. Director of Development, at [academenos@oaklandsymphony.org](mailto:academenos@oaklandsymphony.org).