

Job Description
Development Coordinator for The Florida Orchestra

Overall Scope:

The Florida Orchestra (“TFO”) is recognized as Tampa Bay’s leading performing arts institution, the largest professional symphony orchestra in Florida, and one of the most vibrant and innovative orchestras in America. It performs classical, pops, light symphonic, rock, and community and education concerts in Tampa, St. Petersburg and Clearwater.

TFO is seeking a highly organized, efficient, team-oriented person for the full-time position of Development Coordinator. This position will provide support and infrastructure for the Development team, which is responsible for contributed income to The Florida Orchestra, the premier and largest professional orchestra in the state for more than 50 years. In addition, the person will provide excellent customer service to TFO’s patrons, supporters and partners. TFO serves the entire Tampa Bay area, with offices based in St. Petersburg.

Cover letters and resumes should be emailed to bwalch@floridaorchestra.org. No phone calls.

Reports to:

Director of Institutional Advancement and Director of Annual Giving (joint report)

Basic Responsibilities:

- Manage Development database records, including gift entry, pledge billing and payments, invoicing, acknowledgements, donor recognition (including lists bwalch@floridaorchestra.org of donors for TFO’s program book), data accuracy, and overall donor record maintenance. Ensure that donor data is maintained in a timely manner, and that records are accurate, complete, and support the organization’s strategies.
- In conjunction with the Director of Institutional Advancement and Director of Annual Giving, manage all necessary steps in the fundraising process, including meeting coordination, notes, research, and briefing documents. Follow up as needed to ensure meetings are scheduled and action items are completed.
- Help manage the Development Committee, Prospecting Task Force, Gala Task Force, and other committees and task forces as needed. Prepare materials, send meeting notices, take notes, and manage all correspondence with the committees.
- In conjunction with the Director of Institutional Advancement, maintain a grant calendar and help complete grant applications with pre-approved language. Manage grant due dates and reporting deadlines. Assist with sponsorship packet preparation and delivery.
- Handle day-to-day donor needs and questions with professionalism and excellent customer service. Work with Development staff in providing services and stewardship to individual, corporate, and foundation donors.
- Provide overall administrative support to the Development Department

Additional Responsibilities:

- Regularly attend TFO concerts, which includes concert duty before, during and after the performance (evening/weekend hours)
- Participate in events that thank existing donors, and introduce new/potential donors to the benefits and opportunities of a relationship with the Orchestra
- Successfully portray TFO brand

- Assist with other support duties as needed for TFO staff
- Other duties as assigned

Preparation and Knowledge:

- Outstanding customer service and interpersonal skills; ability to cultivate positive relationships
- Detail oriented and highly organized
- Self-starter with high initiative, but willing to ask for direction when needed
- Open to and reacts positively to change; willingly takes on new challenges
- Project management and planning skills with ability to multitask
- Able to work effectively in a collaborative, team environment; is willing to assist others
- Experience working with donors and non-profit organizations preferred
- Experience working with donor software preferred: Raiser's Edge or Tessitura
- Computer skills using Microsoft Office including CRM database proficiency
- Bachelor's degree with a minimum of one year related experience or equivalent combination of education and experience

This an exempt position, requiring evening and weekend hours without additional pay.

April 24, 2019