



## **Development Coordinator**

Job Title: Development Coordinator (Full-time)

Department: Development

Reports To: Development Director  
Non-exempt salaried

*\* Can be performed remotely on a temporary basis*

### **Scope of Responsibilities:**

The Development Coordinator will work with the Development Director to plan and execute strategies to attract, engage, and retain individual, corporate, and foundation supporters. This person will provide general administrative support for the Development Department, serve as primary database user, coordinate funder recognition and benefit fulfillment, oversee donor cultivation and stewardship events, act as primary liaison for development-related auxiliary groups, and assist with other Development Department activities.

### **Performance Responsibilities:**

#### *Administrative Duties*

- Provide excellent customer service to all OCP funders – including individual donors, corporate sponsors, grantors, and government entities – over the phone, in letters, via e-mail, and in-person
- Process all pledges and gifts, ensure acknowledgements are created and mailed in a timely manner
- Maintain all aspects of the donor database (Tessitura) and serve as the primary development user. This includes (but is not limited to) responsibility for mailing and donor list upkeep, entering and editing donor records, creating new segmented mailing/donor lists, gift processing, acknowledgements, recording donor interactions, providing donor reports, campaign tracking, and running analysis of development appeals and cultivation efforts
- Assist with grant reporting, including tracking requirements and gathering appropriate data and financials from other OCP departments
- Maintain the Development Department's master calendar and keep department on top of all deadlines
- Assist with proofing and editing of all development materials
- Maintain Development portions of OCP website and supply development-related content for OCP e-newsletters and social media
- Coordinate all mailed appeals, including bulk mailings. Assist in creation of segmented mailing lists and proof lists to ensure accuracy

- Assist in tracking and recording department expenses. Work with Development Director to keep department expenses within budget
- Maintain Development filing system and Development Office supplies. Maintain record of Development marketing materials, campaigns, and appeals for historical reference
- Assist with all Development meeting set-up, coordination and clean-up. Attend all OCP staff and Development meetings, and all other meetings as duties require
- Schedule, attend, and take minutes at OCP Foundation board meetings

*Donor Recognition and Benefit Fulfillment*

- Track donor benefits and act as primary contact for all benefit fulfillment for both individual donors and corporate sponsors
- Work with Marketing Department to coordinate all stages of donor recognition (program listing, website acknowledgement, social media, signage, advertising)

*Donor/Sponsor Events*

- Work with sponsors to plan preview night parties and pre-show events as needed
- Responsible for coordination of donor cultivation and stewardship events, including set-up, working the event, and any clean-up duties. Examples include sponsor preview night parties, donor lunch and learns, season announcement reception, and other donor events
- With Development Director, responsible for all aspects of the annual gala, including planning, developing materials, working with chairs/honorary chairs, tracking sponsorships, taking reservations, overseeing volunteer (staff) duties at the event, etc.
- As part of the Development Department, serve as a face of the organization. This position will regularly interact with donors and patrons at various development and organization-wide events (including Season Announcement and Awards Night), participate in giving pre-show curtain speeches, and help lead building tours as needed

*Auxiliary Groups*

- Act as primary liaison for two auxiliary groups: the new young patron group, The Scene, and the Act II Guild, which is in the process of being reformed

*Other*

- Participate in creation of overall development plan and goals each season
- Assist Development Director in creating strategy and content for mailed and electronic appeals, event invitations, or other materials. Work with OCP marketing department for the development of materials. Assist with writing/updating acknowledgment letters
- Research new grant opportunities and assist with compiling materials for grant proposals
- Additional duties as assigned

### **Desired Qualifications:**

- At least 1 year of fundraising experience, 2+ preferred
- Experience working in (and a degree of mastery with) a donor database, Tessitura preferred
- Experience coordinating and planning events
- Superb communication/relationship building skills to effectively represent OCP in personal and written contexts, internally and externally
- High attention to detail, extremely organized and able to meet deadlines
- Self-motivated; able to work independently and with a team
- Ability to independently problem solve, including when working directly with donors
- High level of integrity, enthusiasm, flexibility and energy
- Ability to maintain accurate donor records and correspondence. Understands and protects the rights of others when dealing with confidential information
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Some night and weekend work required
- A valid drivers' license and ability to travel within the community with access to automobile/insurance coverage

### **Salary Range:**

\$34,680 to \$45,900