

Annual Fund Coordinator

Full Time/Exempt

General Summary

The Fort Wayne Philharmonic is looking for a detail-oriented and outgoing professional to assist the Development department with in-office operations as well as execution of the Annual Fund campaign and other development related events including two annual fundraisers. This role works closely with the full Development team to reach fundraising goals, provide exceptional donor stewardship, support special events, and maintain financial records and systems for contributed revenue. The Philharmonic is a fast paced, "can do" and collaborative work culture where internal customer service and courtesy toward one's colleagues are as valued as interactions with external constituents.

Principal Duties and Responsibilities:

- Regularly manage updates to Philharmonic's donor database (Tessitura) and donor mailing lists to ensure all contacts are properly moved through development process and coded appropriately.
- Generate acknowledgements for all gifts within 72 hours of receipt, ensuring membership levels are appropriately adjusted, receipts are accurate, and donor incentives and benefits are properly fulfilled.
- Process donor gifts, payments, and pledges accurately and in a timely manner.
- Provide database support for the Development operation including, but not limited to data extractions, list generation, constituent updates, maintenance of memberships, analysis of trends, and campaign progress reporting.
- Assist with Annual Fund direct mail campaigns by providing appropriate donor renewal, prospect, and acquisition leads to the annual fund team and mail house in accordance with the mailing schedules.
- Answer and return calls from donors within 24 hours providing excellent customer service to all callers.
- Help staff donor events as a representative of the FWPO staff, including but not limited to concert duty in the donor lounge, open rehearsals, donor appreciation events, and other special donor stewardship and cultivation events.
- Track and analyze event prospects and attendees including the RSVPs, rates of attendance and cost/benefit analysis.
- Through duties listed above provide excellent internal and external customer service with the ongoing goal of building relationships with all those served by the Philharmonic.
- Other duties as assigned.

Reporting Relationships

- Reports to the Director of Development
- Works closely with members of the Marketing, Education and Finance teams.

Knowledge, Skills and Experience Required

- Bachelor's degree.
- A minimum of one (1) year increasingly responsible development, non-profit, or related administrative experience.

- Background and/or interest in symphonic music or the arts is desirable.
- Extensive computer skills - familiarity with databases (Tessitura preferred).
- Proficient in Microsoft, including but not limited to Excel, Outlook, and Word.
- Ability to adjust schedule as needed for support at functions, which frequently occur on evenings and weekends.
- Ability to communicate effectively with individuals.
- Ability to handle multiple responsibilities and meet deadlines.
- Excellent writing, critical thinking, strategic planning, problem solving skills, and attention to detail.
- Team player.

Compensation:

Commensurate with experience. Benefits include health and dental insurance, employee opt in to 403(b) plan, paid vacation, holiday, and sick leave.

Fort Wayne Philharmonic:

Now in its 81st season, the Fort Wayne Philharmonic is one of the most exciting performing arts organizations in Indiana. The Philharmonic’s mission is to inspire and foster a lifelong love of classical music through performance and education. Led by Music Director Andrew Constantine, the Philharmonic performances reach more than 200,000 people every season at the Auer Concert Hall and at various venues throughout the community, including schools, nursing homes, community centers, and churches. The Fort Wayne Philharmonic is truly an orchestra of the future, with bold plans to reach deeply into the fabric of the community with exciting, entertaining and meaningful offerings. The Philharmonic reaches more than 39,000 young people and families through its extensive education and community engagement programs, including Ensembles in the Schools, Young People’s Concerts, and Club Orchestra - a novel El Sistema modeled collaborative program with 3 Fort Wayne Community Schools - inspiring and motivating young citizens of the future. Regional touring, donor cultivation, and board activities round out a busy performance schedule for the orchestra.

Application Deadline:

Open until filled

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