

DEVELOPMENT COORDINATOR

WHO WE ARE

Serving the Treasure Valley, the Boise Phil was established 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. The Boise Phil employs nearly 80 professional musicians each concert season, and presents an array of concerts, education opportunities and other special performances. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and the Boise Phil Youth Orchestra.

ABOUT THE ROLE

The Development Coordinator is a vital member of the Development team, supporting the timely production and analysis of donor data, processing and acknowledgment of gifts, and reporting on fundraising efforts.

The successful candidate will be meticulous with data management and donor details, hyper-organized and capable of handling multiple projects at one time. They should also exhibit strong communication skills, both written and verbal, and demonstrate high emotional intelligence. They should be curious with a learning mindset and able to work well both independently and in a team setting.

Candidates with 2-3 years work experience and a desire to grow and advance in a fundraising and development career are strongly encouraged to apply.

Status: Full-time (exempt)

Reports to: Vice President of Advancement

KEY RESPONSIBILITIES

The Development Coordinator's duties and responsibilities include, but are not limited to, the following:

Individual & Institutional Giving

- Process all contributions and maintain donor database including: taking donation payments, processing donations and matching gifts with appropriate coding
- Prepare donor acknowledgments, cultivation and stewardship materials
- Manage donor benefit fulfillment for all donors
- Prepare materials for annual direct mail campaigns, including management of mailing lists
- Serve as a point of contact for all donors
- Reconcile data entry with finance department monthly
- Schedule and organize donor and sponsor meetings
- Assist in gathering data and metrics for grants and reports, as needed
- Schedule Development subcommittee meetings, assist with agendas and prepare minutes

Events

- Plan, coordinate and produce all stewardship events, including receptions, luncheons and gatherings
- Assist with special events, including major fundraisers, and other cultivation events throughout the season
- Collaborate with Director of Advancement to manage mailing lists and timely mailing of invitations
- Track all RSVPs and pledges
- Serve as liaison with event vendors and venues
- Serve as concert ticket concierge for select donors

POSITION REQUIREMENTS

- Prior experience in non-profit development preferred
- Excellent customer service and phone etiquette
- Highly organized, with meticulous attention to detail is a must
- Proficient, working knowledge of customer relationship management (CRM) software preferred
- High proficiency in Office (Word, Excel, PowerPoint, Outlook)
- Strong time management skills and ability to multi-task, prioritize and work within deadlines
- Have high ethical standards and commitment to excellence in all work-related endeavors
- Excellent written and verbal communication skills
- Ability to work independently and in a team environment
- Dedication and commitment to engage in and promote diversity, equity and inclusion within the staff, vendors and within interactions with the surrounding community is a must
- Interest in music, performing arts, fundraising and non-profit management is a plus

HOURS & COMPENSATION

Availability: This position is expected to work full-time, Monday – Friday. Additional weekends and evening hours will be required, specifically for working for concerts and special events.

Compensation: The annual salary for this position will range between \$36,000 - \$40,000, depending on experience. Compensation also includes a health, dental and vision package with an HSA plan, as well as paid holidays, vacation and personal time off.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Joanne Taylor at development@boisephil.org. The deadline to apply is June 18.

Applicants must be authorized to work in the US without sponsorship.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.