

Position Summary:

Symphony San Jose is seeking a Development Coordinator to join its dynamic team. This part-time position plays an important role in supporting the Symphony's fundraising, donor stewardship, and special event activities. The Development Coordinator works closely with the Development Director and key stakeholders to ensure that donor relations are consistent and engaging, events are executed smoothly and effectively, and resources are secured to sustain the Symphony's artistic, education, and community programs.

Key Responsibilities:

□ **Event Support**

- Assist in the preparation and execution of donor cultivation and fundraising events, including Symphony San Jose's Opening Night, annual gala, and donor recognition events
- Solicit, track, and organize items for silent and live auctions and raffles; ensure timely follow-up with donors and winners
- Provide support for concerts and special events, which may include staffing guest check-in, assisting in the donor lounge, selling raffle tickets, or serving at other public-facing stations
- Assist with set-up, preparation, and tear-down of materials for donor engagement activities

□ **Donor Communications & Stewardship**

- Prepare and distribute donor communication, including gift acknowledgements, welcome packets, renewal letters, and other personalized correspondence
- Provide stewardship to donors at concerts, fostering relationships and ensuring an exceptional experience
- Provide in-person and phone support to donors and prospective donors seeking to purchase single tickets, subscriptions, gift certificates, and SoundCheck passes, serving as a back-up to the Patron Services Manager

□ **Fundraising Campaigns**

- Under the direction of the Development Director, help plan and implement the annual fall fundraising campaign
- Lead development initiatives for the Symphony Supporter Quartet (\$500-\$1K) and Circle (\$1K-\$2,499) levels, identifying ways to acquire new donors at these levels and increase engagement with existing ones
- Assist with other special fundraising initiatives as assigned

□ **Grants & Prospect Research**

- Maintain prospect research database *DonorSearch* and other resources to identify and qualify potential donors
- Maintain and update donor and prospect records in *AudienceView*
- Conduct research for grant and funding opportunities

- Prepare biographical briefing packets on key donors and prospects for Symphony events
- ❑ **Other Duties as Assigned**

Qualifications:

- ❑ Bachelor's degree in a related field
- ❑ Previous experience in fundraising, event planning, or donor relations preferred
- ❑ Excellent organizational skills, with the ability to manage multiple projects simultaneously and meet deadlines
- ❑ Strong written and verbal communication skills, with a high attention to detail
- ❑ Proficiency in Microsoft Office Suite; familiarity with donor database and research systems
- ❑ Ability to work independently as well as collaboratively in a team environment
- ❑ Passion for the arts and the mission of Symphony San Jose
- ❑ Willingness to work occasional evenings and weekends for events and concerts

Job Details:

Status: Part-time, non-exempt, averaging between 15-20 hours per week.

Salary: \$24.00 - \$29.00 / hr

Location: On-Site to be coordinated with supervisor, to include performances and events

To Apply:

Please send cover letter and resume to jobs@symphonysanjose.org. Please put "Development Coordinator" in the subject line.