



DEVELOPMENT OPERATIONS COORDINATOR

The Dallas Symphony has an exciting full-time opportunity available for a professional with Development support experience as a Development Operations Coordinator. The primary functions of this vitally important role are to support the DSO Development department in gift processing, collections, coordination of invoice processing, credit card pledge billing, and coordination of donor listing updates for the Pulse program book and crystal wall plaques. Specific responsibilities include processing all gifts that are contributed to the Dallas Symphony as well as performing gift adjustments; working with the Director of Development Operations to ensure that gift processing is efficient and effective; processing and/or coordinating email and letter acknowledgments promptly for all gifts received; reviewing the Pledge Payments Due, Pledge Billing, and Pledge Billing Summary reports to ensure pledges are being satisfied as agreed upon by the donor, including contacting the donor when needed and processing pledge payment invoices; updating information in Tessitura, our donor database, and creating monthly collections report for Director of Development Operations in reference to past due pledges; keeping records of vendor invoices, coordinating their approval by appropriate Development representative, and submitting them to Finance for payment.

Qualifications include a Bachelor's degree or two years of applicable experience, and strong MS Office skills, particularly in Word and Excel. Knowledge of Tessitura is a plus. The successful candidate will be a team player who can work with the needs of multiple constituencies to meet deadlines and business objectives while prioritizing among tasks. Discretion, judgment, very good verbal and written communication skills, high attention to detail, and strong organizational skills are all essential to meeting expectations in this role.

To apply, please submit your resume, cover letter and salary requirements to recruiter@dalsym.com. No phone calls please.

Please note: COVID vaccination is mandated for all DSO employees.

The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

EOE- Equal Opportunity Employer