



## **DEVELOPMENT COORDINATOR**

The Dallas Symphony seeks a Development Coordinator to provide direct support to the Vice President of Development and the Director of Institutional Giving. Additionally, the Development Coordinator will assist colleagues in the Development Department by coordinating the day-to-day operations of the department and supporting one-time and ongoing projects.

The primary objective of the Development Coordinator will be to proactively anticipate and respond to opportunities to help the Vice President of Development, Director of Institutional Giving and other department colleagues focus on departmental and institutional priorities. The position will assist in maintaining exceptional accuracy and consistency of information, documentation, and communication, both internal and external.

Specifically, the Development Coordinator will provide support to the VP of Development and Director of Institutional Giving by maintaining calendars and schedules; supporting the Individual and Planned Giving team as needed; proactively preparing and providing materials needed for meetings and events; coordinating meeting locations, venue reservations, and transportation to/from meetings; drafting correspondence such as thank you notes, email messages, and letters to donors, Board members, and other constituents, including responses to event invitations; using a Fundraising Database/CRM to provide donor and constituent profiles and contact information and to track solicitations and communication as needed; preparing monthly expense reports; screening inbound phone calls and placing outbound calls to schedule meetings, confirm appointments, and communicate information as needed; maintaining work review folders to assist with task prioritization; and document filing.

Additionally, the Development Coordinator will provide support of one-time and ongoing projects for the Director of Institutional Giving by researching and compiling information such as profiles for corporations and foundations, prospect lists, and comparative data from other orchestras; assisting with planning and implementation of Special Events and Projects such as the C-Suite Christmas event and the Women in Classical Music Symposium; providing additional support as needed to contribute to the success of the department's Institutional Giving programs.

The Development Coordinator will also perform general administrative duties for the Development Department as directed by the Vice President of Development, including but not limited to assisting with managing Development Department workflow, including mailings, meeting materials, office supply requests, and document circulation for internal review;

arranging refreshments and meals as needed for meetings; coordinating the calendar for donor and department recognition and acknowledgments; making arrangements for acknowledging celebratory/consolatory occasions; coordinating monthly department birthday celebrations; compiling monthly expense reports for Development Directors and assisting with processing invoices; sorting and distributing mail daily. As a member of the Development team, the Development Coordinator will also be required to participate in concert duty and special events two to three times monthly.

The qualified candidate will have a Bachelor's degree, along with two years of relevant non-profit or orchestra administration experience. The selected candidate will be a team player with the ability to prioritize tasks and balance the needs of multiple constituencies to meet deadlines and business objectives. Discretion, confidentiality, good judgment, high attention to detail, superb organizational skills, along with excellent verbal and written communication skills are also requirements for a successful candidate.

The Dallas Symphony provides excellent benefits, free parking, and tickets when available. Please submit your resume with salary requirements to [recruiter2@dalsym.com](mailto:recruiter2@dalsym.com).

COVID vaccination is mandated effective August 1 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**