



Position Description

POSITION:	Development Coordinator
REPORTS TO:	Development Manager
POSITION TYPE:	Exempt
HOURS:	Full time. Evening and weekend work required.
COMPENSATION:	\$36,000
BENEFITS:	
Health Plan:	Premium 100% paid by employer for employee; employee funded option for dependents.
Dental Plan:	Employee funded.
Term Life Insurance and Long Term Disability:	Premium 100% paid by employer.
403(b) Plan:	Employees eligible to participate. Employer does not presently provide matching contribution.
Paid Time Off:	13 days paid holiday leave 13 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days 13 days paid health and wellness leave
Parking:	Paid by employer.

Position Summary: The Development Coordinator will be responsible for supporting and assisting in all development activities for the annual fund and executes the direct marketing fundraising efforts. The Development Coordinator will manage individual donors up to \$1,000. Solicitation efforts include telefunding, direct mail, electronic media, and personal contact. The position will work closely with the Development Manager and with the entire patron engagement team.

Primary Accountabilities:

- Plan, implement, and evaluate annual giving campaigns including renewal, acquisition, and upgrades
- Provides support at concerts and donor events
- Cultivates and stewards relationships with donors and prospects with an emphasis on serving and supporting donor needs and interests while growing contributed revenue for the LPO

- Gift processing to include maintaining accurate records, reconciling, reporting, and acknowledgement of contributions and benefits with great attention to detail
- Assisting with Patron Services including answering phones, concert duty, ticket order processing and premium seating
- Assist in the design, production, and mailings of all fundraising appeals and donor correspondence
- Assist with reporting requirements related to funding and sponsorships and any associated benefits per the funder's request and/or guidelines
- Assist with fundraising events and track progress as needed

Expectations for LPO Employees:

- Passionate about the orchestral art form and driven to unlock its potential to transform our community
- Highly proficient in a specific discipline or disciplines essential to the organization's success
- Professional and intensely collaborative department; placing service to the community above one's self

Position Requirements:

- Bachelor's Degree or sufficient work experience desired.
- Minimum of two years of philanthropy experience
- Ability to demonstrate outstanding skills in interpersonal communications and tracking many simultaneous projects efficiently and effectively in a highly customer- and service-oriented environment
- Excellent planning and organizational skills. Experience working in deadline-driven environments.
- Outstanding oral and written communications skills. Strong editing skills.
- Results and team-oriented work style characterized by a creative and tenacious approach to problem solving
- Ability to work independently, manage time effectively, and maintain accurate records
- Ability to use various computer applications including proficiency in the use of CRM systems and Microsoft Office Suite
- Willing to work regular evenings and weekends
- Be able to travel to/from multiple venues

Applications

Please submit a cover letter that describes your interest and qualifications for the position. Send with a résumé and the names of three professional references. Email to employment@lpomusic.com with the subject line Development Coordinator Search.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge.

For priority consideration, please submit application materials by June 15, 2022.

LPO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.

May 17, 2022