

Luther Burbank Center for the Arts Job Description

Development Coordinator

Summary

Provides essential support for a small, fast-paced Development office that is charged with meeting and/or exceeding financial goals through individual, corporate, foundation and government grant support (restricted and unrestricted), and special events. Primarily responsible for the renewal and stewardship of individual donors giving \$1 to \$1,749. Under direct supervision of the Individual Gifts Manager, this position provides excellent customer service to donors at every level.

Essential Duties and Responsibilities include the following. OTHER DUTIES MAY BE ASSIGNED.

Fundraising

- * Responsible for \$1- \$1,749 individual gift renewal process according to the monthly activity calendar, utilizing Tessitura, letter templates and Mail2.
- * Responsible for timely gift/pledge entries and acknowledgment packages.
- * Maintain timely, complete and accurate constituent records.

General

- * Maximize Tessitura functions to ensure accurate and thorough renewal activity, gift entry, constituent activity, records outputs (reports, extractions, lists, outputs), donor recognition, and prospect management.
- * Utilize Mail2 platform effectively as needed for renewal activity, donor event communication, stewardship and solicitation.
- * Participate in creation, execution and management of departmental annual calendar of activities.
- * Attend and participate in meetings of Development and Tessitura teams.

Events

- * Assist with Art of Dessert planning and implementation as requested.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in a fast-paced environment with competing priorities. The requirements listed below are representative of the knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or GED required; Associate's degree (A. A.) preferred, or at least three years' related experience or training.

Language Skills

Strong grammar, punctuation, and writing skills.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have working knowledge of MS Word (including Mail Merge); Excel; familiarity with CRM systems (desired) and the ability to quickly learn and become proficient utilizing Tessitura software.

Other Skills and Attributes

- * Attention to detail and strong time management skills; nimbleness and flexibility are key
- * Strong interpersonal skills and a desire to provide excellent customer service
- * Ability to work well in a team environment as well as individually
- * Unquestioned integrity and respect for confidentiality

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The noise level in the indoor work environment is usually low to moderate. Some outdoor events may involve rain, heat or cold. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of the job. Luther Burbank Center for the Arts is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer.

Luther Burbank Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.

To apply: Send cover letter and resume to dkohke@lutherburbankcenter.org

About Luther Burbank Center for the Arts

Founded in 1981, Luther Burbank Center for the Arts is the North Bay's premier arts and events center presenting world-class performances, nationally-recognized education programs, contemporary visual art, and many popular community events. A 501(c)(3) non-profit organization, the Center is ranked among world's top 100 performing arts presenters hosting performances in music, theater, dance, comedy, family programming and renowned speaker events; and serving more than 40,000 children and adults annually through its Education Through the Arts programs. Located in the heart of the Sonoma wine country, the Center is owned and operated by the Luther Burbank Memorial Foundation, and relies on the generosity of members, donors, and sponsors to achieve its mission to enrich, educate, and entertain the North Bay community.