

# LA JOLLA MUSIC SOCIETY

The Conrad Prebys Performing Arts Center

7600 Fay Avenue, La Jolla, California 92037

<b>Position:</b>	Development Coordinator, Stewardship and Annual Fund
<b>Department:</b>	Development
<b>Reports to:</b>	Director of Development
<b>Status:</b>	Full-time, non-exempt
<b>Salary Range:</b>	\$51,000-\$53,000, plus benefits

## POSITION OVERVIEW

The Development Coordinator, Stewardship and Annual Fund will work with all members of the Development team to build broad-based community funding for La Jolla Music Society (LJMS) by providing administrative support to ensure an efficient functioning team. The Development Coordinator will process and track all charitable gifts, and identify, cultivate and solicit a variety of individuals for support of LJMS' annual giving programs and special events. The Development Coordinator will participate in the planning and execution of all fundraising campaigns, with the responsibility for meeting annual fund goals.

## PRIMARY AREAS OF RESPONSIBILITY

### Donor Management & Research

- Daily processing and tracking of all charitable gifts to LJMS in Tessitura database;
- Ensures all charitable gifts receive an acknowledgment letter by producing letters for signature and mailing in a timely manner;
- Ensure donor files (both softcopy and hardcopy) are orderly and up-to-date. Provide donors with history of their donations, when requested;
- Maintain moves-management data in Tessitura in support of efforts to cultivate donors along a continuum from awareness to investment;
- Manages all donor benefits (reviewing, tracking and sending);
- Help identify donor prospects by analyzing constituent ticket buying and donation history;
- Gather and prepare materials (e.g. financial data, required forms, budgets, etc.) to accompany grant applications and reports, donor correspondence, and board reports;
- Work with the Development Manager with research grant opportunities (foundations and corporations) and maintain a calendar of deadlines and submissions. Track current grants to ensure compliance with interim and final reporting requirements, report deadlines and program updates from funders;
- Track progress toward contributed revenue goals;
- Perform monthly (or as needed) financial audits with the Finance Department.

### Fundraising Campaigns

- Coordinate Annual Fund from individuals through personal solicitation, direct mail, eblast, and other potential avenues of fundraising such as online giving, peer-to-peer fundraising, and social media;
- Coordinate direct mail campaigns by writing the appeal letter, identifying and extracting solicitation list, assembly and distribution of mailing pieces. Work with LJMS staff and vendors to ensure timeliness of these mailings;

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- Coordinate the Education Raffle including state registration and reporting, solicitation, and creation of marketing materials;
- Assist with the creation of sponsorship proposals and solicit sponsor;

## Events

- Assist with fundraising and participation goals for various special events, including two large galas, house concerts, restaurant nights and other events as assigned;
- Assist in the production of invitations and lists, tracking responses, and making follow-up calls as needed.

Perform other duties as required.

## QUALIFICATIONS

- Ability to work both independently and as part of a team;
- High level of organization and attention to detail and accuracy;
- Excellent writing and proofreading skills; ability to communicate clearly and effectively with a wide variety of audiences through various mediums (verbal, print, online);
- Comfortable with standards of social etiquette as related to correspondences;
- An understanding and experience with budgetary management;
- Proficient in Microsoft Excel, Outlook, Word and Access software with experience in creating mail merged documents with Excel and Access;
- Experience in Tessitura database, ArtsVision, Adobe InDesign, Photoshop, and Illustrator a plus;
- 1 year of fundraising experience preferred;
- Attend performances and events as needed;
- Ability to lift up to 35 lbs.

## COMPENSATION

- \$51,000-\$53,000, depending on experience;
- Paid vacation, holiday and sick time;
- Employee parking;
- Health, dental, and vision insurance;
- 401(k) contribution.

## Apply Online:

<https://lajollamusicociety.bamboohr.com/jobs/view.php?id=22>

No phone calls please. We thank all who apply; however, only those selected for an interview will be contacted. All employees of LJMS must be fully vaccinated for COVID-19.