



DEVELOPMENT COORDINATOR, RENO PHILHARMONIC ASSOCIATION

POSITION TYPE: FULL TIME EXEMPT/SALARY

EXPERIENCE: 2-5 YEARS

EDUCATION: BACHELOR'S DEGREE

REPORTS TO: Chief Development & Marketing Officer

JOB SUMMARY

The Development Coordinator will work closely with the Chief Development & Marketing Officer and Development & Special Events Manager to meet the development goals of the Reno Phil. The Development Coordinator serves as an integral part of the team and works directly with staff, board of directors, and patrons to enhance the symphony's office operations and fundraising capacity. The position includes fundraising administration, database management, office coordination, and supporting events. This position is ideal for a motivated, highly organized person, who enjoys working with people.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Bachelor's degree or equivalent experience.
- Two to five years of fundraising or special events experience, preferably in the performing arts or music.
- Knowledge of ticketing and CRM systems
- Experience in sales and/or fundraising
- Strong attention to detail, organizational skills and ability to work on multiple projects simultaneously.
- Excellent written and verbal skills. Experience writing compelling sales copy preferred.
- Solid understanding of direct mail and data management.
- Understanding and appreciation of music, or willingness to learn
- Demonstrated success with fundraising and increasing contributed revenues
- Willingness to work evenings and weekends as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES (SUBJECT TO CHANGE)

Development Administration

- Manage the donor database (Patron Manager)
- Process all donations, acknowledgments, and invoices.
- Create new constituent records, and edit or update records as necessary within Patron Manager.
- Manage membership status for the Crescendo Circle
- Ensure accuracy of program book; all donor acknowledgements; sponsor recognition
- Produce development reports as requested by the CDMO
- Ensure fulfillment of donor benefits
- Oversee website updates for development pages
- Oversee and track success of all fundraising campaigns

Special Events

Work with the Chief Development and Marketing Officer and Development & Special Events Manager to plan and execute special events for the organization. This position is responsible for supporting the Development & Special Events manager by tracking attendance, registration, and other requested needs.

- Provide front of house support for all RPA events
- Manage patron RSVPs for fundraisers and Crescendo Circle events.
- Manage event logistics and vendor relationships for fundraising, stewardship and cultivation events as assigned
- Help the CDMO & Development & Special Events Manager to secure sponsorships and sell advertising opportunities
- Ensure accurate promotional exposure and acknowledgements promised to sponsors and donors.
- Special projects as assigned

Other

- Attend and work all concerts and events of the orchestra
- Support the Box Office by answering phones and processing ticketing transactions
- Provide Box Office support on concert days at the Pioneer Center or applicable venue
- Other duties as assigned by the CDMO or President/CEO.

COMPENSATION AND BENEFITS

- \$40,000 annually
- Benefits package includes a health plan and Simple IRA match
- Paid Vacation
- Flexible Personal Days

APPLICATION INSTRUCTIONS

To apply, submit a resume, cover letter, references and applicable writing samples to Evelyn Klatt, Chief Development & Marketing Officer at eklatt@renophil.com. **For best consideration, please submit materials by October 30, 2022.**

ABOUT THE RENO PHIL

In its 54th season, the Reno Phil is deeply committed to uniting its community through performance, education, and engagement programs, reaching an audience of more than 50,000 annually. Since its beginnings in 1969, the Reno Phil has been an essential thread in the city's cultural fabric and the very foundation of Reno's performing arts. As a resident company of the Pioneer Center for the Performing Arts, the orchestra, led by Music Director Laura Jackson, performs a full season of concerts featuring internationally acclaimed guest artists and works by legendary and living composers. The Reno Phil keeps exceptional musical experiences at the heart of its community. To learn more about the Reno Phil and its events, and to discover all that the Reno Phil offers, visit renophil.com.