

The New Haven Symphony is seeking a **Development Coordinator** to join our Development team.

The Development Coordinator provides administrative support to the New Haven Symphony Orchestra's comprehensive year-round fundraising program. We are looking for someone who has a positive attitude, collaborative spirit, and strong work ethic; excellent verbal and written communication skills; is organized and detail oriented; is self-motivated; and excels at both independent and collaborative work. Familiarity with Bloomerang or other CRM software is desirable. We encourage diverse and non-traditional applicants and facility in a second language is given strong consideration.

The Coordinator reports to the Development Director, assisting in fundraising campaigns, events, networking activities, database management, and general administrative duties.

Additionally, the Development Coordinator may be responsible for assisting the CEO with specific projects.

Duties and Responsibilities:

- Provides administrative support for all fundraising activities
- Updates and inputs data to the donor database through gift entry, reporting, and analysis
- Prepares and mails gift acknowledgements
- Prepares mailing lists for direct mail and email communications
- Coordinates mailing logistics for member mailings and solicitations
- Works with the Finance Department to ensure accurate revenue reporting
- Prepares and processes the submission of receipts
- Participates in the design and implementation of special events and activities
- Coordinates scheduling and communication with the Board and distributes necessary materials for board and executive meetings.
- Acts as an assistant to the Development Director, managing scheduling and correspondence as needed
- Under the guidance of the Director, customizes budget reports, narratives, and supplementary materials for grants
- Assists with answering phones
- Works major NHSO concerts and events (some evenings and weekends required)
- Other duties as assigned

Requirements and Qualifications:

- Bachelor's Degree or comparable experience; 1-3 years of administrative experience preferred
- CRM experience preferred

- Strong oral and written communication skills
- Exceptional organizational skills
- Enthusiasm for working collaboratively with a dedicated team
- Resourceful and easily adaptable, with strong problem-solving skills
- Strong multi-tasking abilities and well-honed prioritization instincts
- Proficiency with Microsoft Office and Outlook

This position is a full-time hourly role (37.5 hours per week) and compensation is \$18-\$20 per hour commensurate with experience. A flexible schedule to sometimes include evening or weekend hours is sometimes requested to attend concerts. Benefits include health insurance, generous paid time off, and a flexible, family-friendly work environment. Dental, vision, and retirement plan options are available. Office is located in New Haven and free parking is available.

Prospective candidates are encouraged to send a cover letter and resume to Charity Clark, Director of Development at donors@newhavensymphony.org. References will be requested following in-person interviews.

About the Symphony

The New Haven Symphony Orchestra enriches Connecticut's cultural landscape through exceptional performances and education programs that are accessible to residents from all walks of life. Innovative programming offered statewide inspires deeper audience engagement and meaningful artistic and educational collaborations which increase the reach and impact of the Symphony. Commitments to diversity, equity, inclusion, and access move the NHSO to provide representation that reflects the richly diverse communities we serve in all areas of Symphony leadership. The Symphony regularly reaches over 40,000 residents from 120 Connecticut towns, including 20,000 children.