

Dallas Summer Musicals Job Description

Position:	Development Coordinator
Reports to:	Director of Individual Giving
FLSA Status:	Exempt
Effective Date of Description:	October 2017

Job Summary:

The Development Coordinator provides essential support to Dallas Summer Musicals' (DSM) fundraising programs generating contributed revenue funding DSM operations and community programming. Responsibilities include management of a portfolio of prospective donors of \$125 to \$999, gift entry, donor correspondence, financial reporting, donor research, data base management, direct mail solicitation, phone solicitation, donor stewardship, donor ticketing, digital solicitation, event planning and administrative support.

Job Description:

1. Work with a team of Development professionals to execute a comprehensive Development plan with measurable goals and outcomes
2. Assist in research of potential individual and corporate donor prospects
3. Update and distribute daily/weekly/monthly financial reports for departmental and committee reference
4. Draft and generate individual and corporate membership renewal letters and acknowledgement letters, including preparation of benefits package materials
5. Assist with data base management including accurate data entry, gift processing, reporting, donor receipts/acknowledgements and mail merges
6. Cross-reference individual donor data in Archtics with Raisers Edge data until data migration process is completed. Maintain individual donor data in Raisers Edge for backup/archival purposes.
7. Implement all major fundraising appeals and coordinate with relevant departments and outside vendors during execution
8. Assist in coordination of donor events/DSM gala
9. Engage donors during performances in donor lounge and cultivation events
10. Provide donor lounge attendance counts to caterer prior to performances
11. Assist donors in ticketing and subscription transactions from in-bound membership hotline calls
12. Work with marketing on development of all donor e-blast content and editing Development web page content
13. Provide administrative support for development department and, on an as needed basis, senior members of the development staff for mailings, donor correspondence, calendar coordination and phone follow-up

Credentials, experience and skill sets:

1. Two + years' demonstrated success in fundraising for nonprofit organizations or equivalent customer service position – performing arts preferred
2. Proven ability to handle multiple tasks with high attention to detail
3. Strong written and verbal communication skills, able to comfortably present ideas in a persuasive manner
4. Proven ability to represent DSM to current and prospective donors and funding sources
5. Successfully organize and manage projects
6. Work effectively with teams within and across departments
7. Experience managing development data and analytics within data base platforms
8. Handle confidential information with sensitivity
9. Demonstrated high level of proficiency with Microsoft Office products such as Outlook, Excel, Word and Power Point
10. Bachelor's Degree

Interested candidates please send a cover letter and resume to employment@dallassummermusicals.org