

Development Coordinator

Austin Symphony Orchestra

Salary Range: \$44,000-\$55,000

Reports to: Vice President of Development

Experience Level: 2-5 years in nonprofit administration, events, or database management

Position Overview

The Development Coordinator provides essential operational support that enables the development team's success. This role combines donor database management, event coordination, and administrative excellence to ensure smooth cultivation, stewardship, and recognition processes across all development activities.

Primary Responsibilities

Database Management & Donor Research

- Maintain donor records in CRM system with accuracy and attention to detail
- Conduct prospect research using WealthEngine and other tools
- Generate reports for donor analysis, campaign tracking, and board presentations
- Ensure timely data entry following all donor interactions
- Manage donor communication preferences and contact information updates

Event Coordination

- Plan and execute donor cultivation events for 20-30 attendees
- Coordinate Arbor Series luncheons for 80+ participants
- Manage post-concert VIP receptions for up to 150 guests
- Handle event logistics including catering, venue setup, guest communications
- Develop creative enhancements to existing event formats
- Coordinate with venues, vendors, and volunteers

Stewardship & Administrative Support

- Manage donor acknowledgment systems and thank you processes
- Coordinate donor communications including newsletters and updates

- Support grant reporting and sponsor recognition requirements
- Assist with campaign materials preparation and distribution
- Provide administrative support for major gift solicitations and meetings

Development Operations

- Maintain development calendar and deadline tracking
- Coordinate between development team and other ASO departments
- Assist with donor visits and meeting logistics
- Support board development committee with meeting preparation
- Handle general development office operations and correspondence

Required Qualifications

- Bachelor's degree or equivalent experience
- 2-5 years experience in nonprofit administration, events, or database management
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Experience with CRM systems or donor databases (training provided on Tessitura)
- Ability to work independently and manage multiple priorities

Preferred Qualifications

- Experience in nonprofit fundraising or development operations
- Event planning experience with donor cultivation events
- Knowledge of donor stewardship best practices
- Experience with prospect research tools
- Background in arts or cultural organizations

Success Metrics

- Maintain 99%+ accuracy in donor database records
- Execute 12+ successful donor events annually

- Process donor acknowledgments within 48-hour standard
- Support team revenue goals through operational excellence
- Achieve 95%+ event attendee satisfaction ratings

About the Austin Symphony Orchestra

Founded in 1911, the Austin Symphony Orchestra is the oldest performing arts organization in Central Texas. Under the leadership of Music Director Peter Bay, the ASO presents classical, pops, and educational programming that reaches over 200,000 people annually. The orchestra is currently in an exciting growth phase with a new administrative building and ambitious programming expansion plans.

Benefits Package

- Competitive salary within posted range
- Health, dental, and vision insurance
- Retirement plan with employer match
- Professional development opportunities
- Flexible work arrangements
- Concert ticket benefits
- Access to Austin's vibrant arts and culture scene

Application Process

Please submit cover letter and resume to Brittany Hoover at bhoover@austinsymphony.org. Include specific examples of relevant experience and explain your interest in arts and cultural philanthropy.

Equal Opportunity Employer

The Austin Symphony Orchestra is committed to diversity, equity, and inclusion in all aspects of our organization.