**Development Coordinator**

The Albany Symphony seeks strong candidates for the full‐time position of Development Coordinator.  The Development Coordinator serves as an integral part of the organization's fundraising and will work directly with the Director of Development and Development Team. The position entails providing general support for all fundraising functions including, but not limited to gift coordination, stewardship, and event support. The ideal candidate is highly detail-oriented, organized and able to prioritize multiple tasks in a fast‐paced work environment with a small team. The position requires occasional evening and weekend hours including working Albany Symphony performances and events. The Development Coordinator reports to the Director of Development and has partial oversight of the Albany Symphony’s interns.

**Duties include, but are not limited to:**

**Fundraising and Stewardship:**

* Serve as a lead operator of the donor database (Spektrix), preparing customer lists, reports, and maintaining database integrity and accuracy through occasional audits and clean up.
* Prepare and mail all donor acknowledgements.
* Organize, maintain, and support the donor portfolios of the Executive Director and Director of Development.
* Prepare mail lists for direct mail and telefunding appeals.
* Coordinate daily gift entry and maintenance of donor records.
* Provide event support to the Director of Development for annual fundraising events, including mail lists, auction lists, maintenance of event site, and committee support.
* Coordinate with Senior Development Manager to support other stewardship and fundraising events as required.
* Ensure the delivery of consistent donor benefits and support the Director of Development in stewardship activities for mid-level and major donors.
* Other duties as assigned including concert and event support and occasional ticketing support.

**Requirements**

* Associate’s degree or higher preferred.
* Non-profit experience is a plus.
* Experience in and knowledge of the performing arts are a plus.
* Strong computer skills with knowledge of Microsoft Office Suite

**Qualities and skills:**

* Possess excellent written, verbal, and interpersonal skills
* Be able to work independently and prioritize effectively
* Creative thinker with high degree of attention to detail
* Possess great integrity
* Be able to interact effectively and enjoy working with diverse constituencies
* Be committed to a high level of customer service
* Be a strong team player
* Willingness to be flexible in working in a small team environment
* Be able to maintain confidentiality in working with sensitive information

**Compensation & Benefits:**

Competitive salary of $38,000-$42,000/annually commensurate with experience. Health and dental insurance, voluntary participation in 403(b) retirement program (three vesting schedule for organization contributions), complimentary concert tickets, CDTA transportation pass, access to professional development resources through various Capital Region chambers of commerce and League of American Orchestras. PTO package, and twelve (12) paid holidays. Hybrid schedule is possible depending on location and experience.

**About the Albany Symphony:** Under Music Director David Alan Miller, the Albany Symphony is an orchestra dedicated to celebrating our living musical heritage and the music of our time. Through brilliant live performances, innovative educational programs, and engaging cultural events, the Albany Symphony is committed to serving a broad and diverse community. Based in the New York Capital Region, the Albany Symphony has won numerous national and local awards and recognition for its adventurous programming, recording projects (including two GRAMMY® awards), composer residencies, and in-school programs. The Albany Symphony’s current operating budget is $3.1 million with a growing portion of revenue from subscription and group sales.

**To Apply:**

Please send cover letter, resume, to –

**Kirsten Broschinsky, Director of Development**

[kirstenb@albanysymphony.com](mailto:kirstenb@albanysymphony.com)