



FELLOWSHIP FOR PERFORMING ARTS

Donor Relations Coordinator Job Description *Updated Summer 2023*

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| <u>Type of position</u> Full-time | <u>FLSA Hours 40-50+/Wk</u> Exempt | <i>weekday office hours: M-F, 10a-6p, ET</i> |
| <i>*Location flexible for right candidate</i> | <i>*Evenings/weekends as needed</i> | <i>*Travel as needed for events</i> |
| Job Purpose | | |
| Support Philanthropy operations by working with the Donor Relations Manager on philanthropy communications, events, donor nurturing, and additional philanthropy related projects. | | |
| Key Responsibilities and Deliverables | | |
| <ul style="list-style-type: none"> ❖ Assist Donor Relations Manager in philanthropic events and initiatives for the purpose of acquiring and nurturing donor relationships across all levels of FPA's growing national donor base. ❖ Execute tour stop donor nurturing-related tasks, with direction from the Donor Relations Manager. <ul style="list-style-type: none"> ➤ Includes ASE preparations, invite administration, onsite ASE assistance and comp ticket coordination (in-house and with donors) ❖ Work alongside the Donor Relations Manager to move all philanthropic related projects forward to completion. ❖ Work with the Donor Relations Manager to communicate with donors and prospects across all areas of Philanthropy related communications. <ul style="list-style-type: none"> ➤ Includes communication related to tour stops, complimentary tickets, event RSVP's, donation support and donation acknowledgements. ❖ Execute donor event related administration (including Briefing weekend), with direction from the Donor Relations Manager. ❖ Assist with additional donor nurturing or philanthropy communication needs necessitated by current Philanthropy objectives. <ul style="list-style-type: none"> ➤ Including proofreading, checking for errors in materials before they are published or shared. ❖ Participate as a key member in Philanthropy related meetings. Capture meeting notes and communicate and assist with action items. ❖ Provide Donor Relations related data entry and database updates. ❖ Clearly articulate FPA's mission and initiatives to donors and external parties. ❖ Travel as needed for shows and donor events (may fall on weekends). | | |
| Qualifications and Skills | | |
| <ul style="list-style-type: none"> ➤ Bachelor's degree with 1-3 years of Philanthropy or Client facing experience ➤ Commitment to FPA's Mission and a passion for sharing it with others ➤ Strong interpersonal and communication skills; able to communicate professionally and consistently, both written and verbal, with donors and external parties ➤ Desire to grow with the organization and learn best practices in donor relations and philanthropy. ➤ Flexibility to travel and/or be 'on call' before performances ➤ Conscientious, self-starter, team player. Thrives in a fast paced environment, can handle multiple projects simultaneously ➤ Organized, detail oriented, meets deadlines. Has strong time management skills and track record of success ➤ A problem solver who brings solutions and new ideas to the table ➤ Ability to learn and adapt to new software, tools, and business processes ➤ Experience with GoogleSuite, Salesforce, Microsoft Office, BaseCamp, and Asana a plus | | |