

<b>Job Title:</b>	Development Coordinator
<b>Reports To:</b>	Director of Membership

## **PURPOSE OF THE JOB**

The Development Coordinator is responsible for providing skilled and proficient event planning and execution, donor relations and administrative support for member programs and donor fundraising initiatives.

This position is responsible annually for approximately 15 special events and 15 donor meetings and prospect lunches at the Kauffman Center. The Development Department hosts these member events for the Center's Spotlight, Spotlight Premier and Adventure Circle individual members and the Ensemble business members.

This position must work effectively with the internal Kauffman Center team, as well as with external constituents (donors/members/prospects and vendors/artists) and present a positive, professional presence internally and externally.

## **ESSENTIAL JOB FUNCTIONS**

- 1. Coordinate all aspects and the flawless execution of member and donor events and programs hosted by the Development team – 70%**
  - a. Work with the Vice President of Development, Director of Membership and Manager of Corporate Giving to plan and execute all Development Department events.
  - b. Create event checklists, run of shows and post-event reports with budgets.
  - c. Book event dates and spaces with internal teams, hire external vendors, secure event supplies, and more.
  - d. Work closely and effectively with internal teams, such as Catering and Marketing, and external vendors, such as artists, photographer, florists and printers.
  - e. Coordinate with and serve as the Development liaison to Kauffman Center departments to ensure the successful delivery of events, such as scheduling, requesting volunteers, ordering catering, securing event equipment, and completing various internal forms and requests.

- f. Maintain Development's centralized calendar of events and communications.
  - g. Track and work within budget for each event, activity and program.
  - h. Assist in event promotions, including writing, designing and distributing invitations, email communications and marketing materials.
  - i. Responsible for tracking RSVPs and maintaining guest lists.
  - j. Help coordinate Adventure Circle benefits (set up Meet & Greets, help with book distribution).
  - k. Set up and prepare materials for membership tables for *Kauffman Center Presents* performances.
  - l. Update and prepare materials for events, i.e., nametags, slide decks, signage PowerPoints, handouts, print jobs and more.
  - m. Set up AV equipment for Development events and meetings.
- 2. Deliver first-class support and concierge services to Ensemble, Spotlight, Spotlight Premier and Adventure Circle members – 15%**
- a. Assist Director of Membership and Manager of Corporate Giving with stewardship and fundraising efforts.
  - b. Prepare, order and update membership packets regularly for all membership groups.
  - c. Serve as a Development concierge by promptly and professionally responding to member questions and their requests for performance tickets, parking, and other needs.
  - d. Assist with private Backstage tours for business members and prospects.
  - e. Produce, update and distribute Ensemble communications, such as a semi-annual membership directory and a bi-monthly e-newsletter.
  - f. Prepare Ensemble membership invoices.
  - g. Track Ensemble members' benefits usage.
  - h. Prepare all materials, such as agendas and other documents, for Ensemble Advisory Council meetings.
- 3. Provide skilled, thoughtful and efficient administrative support to the Development Department – 10%**
- a. Perform general clerical and administrative support of a responsible and confidential nature for Development team.
  - b. Ensure vendor invoices are submitted promptly to Accounting for payment.
  - c. Assist with preparation of proposals, presentations, board reports and other documents.
  - d. Schedule internal and external meetings; coordinate various calendars.

- e. Create email communications and campaigns in collaboration with Development Data Analyst and Marketing Department.
  - f. Train to serve as a back-up for entering contributions, creating reports, pulling lists and more in Tessitura database software.
4. Other – 5%
- a. Perform other duties as assigned.

## **ESSENTIAL SKILLS AND ABILITIES**

### **Minimum Qualifications**

- College degree in related field and/or the equivalent of related experience.
- Three to five years related experience.
- Demonstrated professional level of communication skills, customer service skills and business writing.
- Comfortable working with senior executives, major donors, members, prospects, and volunteers.
- Demonstrated ability to work collaboratively, proactively and professionally both internally and externally.
- Proficiency in Microsoft Office suite applications.
- Respect confidentiality.

### **Preferred Qualifications**

- Comprehension of and experience using CRM/donor management databases. Tessitura experience preferred.
- Ability to be flexible, work independently, prioritize efficiently and multitask effectively with a varying, evolving and intense workload.
- Expertise with Wordfly or other email campaign databases. WordPress experience a plus.
- Strong attention to detail and results driven.
- High emotional intelligence.

## **WORK SCHEDULE**

- This full-time position requires the ability to work evening and weekend events, meetings and other activities as required.

## ORGANIZATIONAL VALUES

- Adheres to and promotes the organization’s values (see below):

ORGANIZATIONAL VALUES			
Own it, get it solved	Aim for excellence	Be enthusiastic	Act with respect
<ul style="list-style-type: none"> <li>▪ Integrity</li> <li>▪ Honest communication</li> <li>▪ Transparency</li> <li>▪ Trustworthy</li> <li>▪ Responsible</li> </ul>	<ul style="list-style-type: none"> <li>▪ Striving to improve or meet a standard of excellence</li> <li>▪ Motivated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexible</li> <li>▪ Fun</li> <li>▪ Embraces new ideas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service</li> <li>▪ Considerate of others</li> <li>▪ Treat others with dignity and care</li> <li>▪ Work toward shared goals</li> </ul>

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Please send a cover letter with salary requirements, a resume, and the names of three professional references to [hr@kauffmancenter.org](mailto:hr@kauffmancenter.org). Incomplete applications will not be considered.**

- Excellent Benefits (Medical, Dental, Vision, FSA, HRA, Disability Insurance, EAP & more)
- 401K Retirement Plan with Employer Match
- Paid Vacation, PTO, Holidays and Discretionary Days
- Paid Parental Leave
- Tuition Reimbursement

## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*