



## Sarasota Orchestra Job Description

**Job Title:** Major Gifts Coordinator

**Department:** Donor Engagement

**Reports To:** Senior Vice President of Advancement and Strategic Initiatives

**Classification:** Full-time; Hourly / Non-Exempt

**Supervises:** N/A

**Location:** Sarasota, FL

### General Overview:

Sarasota Orchestra has long been a cultural beacon in the community. As the [oldest continuing orchestra in Florida](#), we have set a regional standard for diverse performances that inspire people of all ages to experience live music. We have been the foundation for music education across generations, highlighted through both an acclaimed Youth Orchestra program that has nurtured young talent for over 65 years, and an annual music festival for emerging musical artists from around the world. This dedication to exquisite performance and first-class musical education underscores our mission to inspire and engage the community through the transformative power of music.

Known for its unique, team-oriented fundraising culture, Sarasota Orchestra seeks to engage a **Major Gifts Coordinator** to join an established and successful team of fundraising professionals. Reporting directly to the Senior Vice President of Advancement and Strategic Initiatives, this role will provide critical administrative and execution support to a growing fundraising operation. As the Orchestra prepares for a transformational multi-year capital campaign to build a [new Music Center](#) and strengthen the endowment, this is a great opportunity to learn more about nonprofit operations during a historic fundraising effort.

Within the first 6 months, the Major Gifts Coordinator will establish an effective and efficient system to manage the Senior Vice President of Advancement and Strategic Initiatives' calendar and major gifts portfolio, and independently coordinate department meetings and cross-functional workstreams.

### Responsibilities:

*Administrative & Operational Support for Senior Vice President of Advancement & Strategic Initiatives: (40%)*

- Directly manage scheduling and travel arrangements;

- Prepare agendas, meeting briefings, and other materials for internal and donor meetings;
- Coordinate donor visits, events, and tours and collaborate across various internal teams to ensure successful and engaging visits for donors.

*Major Gifts / Fundraising Operations: (40%)*

- Draft written donor communications for the Senior Vice President and Chief Executive Officer;
- Track donor outreach and activity for the Senior Vice President's portfolio;
- Support the fundraising leadership team in scheduling and organizing regular major donor portfolio reviews and maintenance of the campaign pipeline;
- Regularly update Tessitura with donor information for the Senior Vice President's portfolio and generally for the campaign; leverage reports and dashboards to manage up on outstanding action items;
- Support with the planning, organization, and execution of campaign activity, donor events (i.e., cocktail parties, annual Education brunch, and pre-concert dinners), and personalized recognition and benefits strategies;
- Support execution of ad hoc research for prospects and existing donors.

*Team Operations & Team Culture Support: (20%)*

- Manage scheduling, agendas, note-taking, and follow ups for regular Advancement department meetings;
- Plan culture-building and recognition activities for the Advancement team (i.e., coordinating celebrations for birthdays, anniversaries, and wins);
- Coordinate a centralized calendar for the Advancement team including the creation and maintenance of standard two-week look-ahead to ensure clarity across the team and alignment with other departments;
- Manage expense reports.
- Willingness to embrace other duties as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Donor Engagement department and business needs.

**Necessary Knowledge & Skills:**

- Bachelor's degree required.
- 1+ years of experience in nonprofits or fundraising (internships and college experience included).
- Impeccable attention to detail.
- Comfort with technology.
- Ability to maintain a flexible work schedule, including some evenings and weekends.
- Excellent organizational and problem solving-skills.

- Strong written, oral, and interpersonal communication skills.
- Capacity to design and manage systems and calendars for a team.
- Motivated to flexibly and quickly learn and adapt.
- Ability to interact professionally with donors, prospects, staff, or directors of the board.
- Interest in working in, and growing within, the world of arts and culture and/or nonprofit fundraising.
- Ability to work independently and collaboratively in a goal-oriented team environment.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, bend, reach, and use hands to finger, handle or feel. Repetitive motion is required while using a computer. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal. This position requires the ability to occasionally lift and/or move up to 20 pounds.

**Working Conditions:**

The job operates in a professional office environment and performing arts venues. The environment is generally moderate in temperature and noise level.

We are an Equal Opportunity Employer.

If you are interested in this opportunity with Sarasota Orchestra, please e-mail a cover letter and resume to [HR@sarasotaorchestra.org](mailto:HR@sarasotaorchestra.org) or call 941-487-2704 with any questions you may have. Thank you!