



CAMPAIGN ADVANCEMENT COORDINATOR

Title: Campaign Advancement Coordinator
Department: Marketing and Philanthropic Engagement
Reports to: Director of Marketing and Philanthropic Engagement
Position Type: Full-Time

The **Campaign Advancement Coordinator** is a key member of the Marketing & Philanthropic Engagement team, working closely with institutional and volunteer leadership to increase the visibility and philanthropic support of the Cape Symphony. Specifically, supporting individual donor development and tracking, as well as managing project workflow and creative oversight of short and long-term fundraising initiatives.

Duties:

- Responsible for preparing prospect contact reports, and entering contact information into donor management program in a timely manner
- Ensure that effective systems are established, implemented, and followed for donor acknowledgement, recordkeeping and generating new prospect pipeline lists
- Manage priorities, logistics and donor engagement strategies for the Symphony's Annual Fund and seasonal appeals
- Assist and participate in all pre- and post-award grant processes; provide support to collect and organize funding opportunities; establish accounts; audit, monitor and schedule reports of grant activities; also responsible for tracking revenues/expenses for all restricted funds, per restrictions
- Identify and participate in creation of donor story and communication pieces for use in newsletters, annual reports, acknowledgement letters and other communication materials
- Assist in the preparation and coordination of meetings and special events, including pre- and post-event correspondence with attendees and vendors, assist in organization and execution of special events including guest lists, registration, and assembly of meeting programs and materials.

Qualifications

- Ability to work well with a team to promote Cape Symphony initiatives
- Experience in CRM (database management) software
- Experience planning large-scale events and fundraisers
- Self-assurance and confidence playing a front-facing role at donor engagement and community outreach events
- Experience working with a diverse team to promote a strong culture of philanthropy and positive brand image
- Strong computer skills: Microsoft Suite: Word, Outlook, Excel a must; design software a plus

Core Competencies

- Solid integrity and devotion to team efforts
- Ethics in philanthropic engagement
- Understanding of various collaboration techniques
- Willingness to explore listening, brainstorming, prioritizing, and decision-making approaches to engagement
- Dependability and the commitment to maintain confidentiality
- Ability to multi-task and exceptional organizational skills
- Pro-active approach, flexibility, and positive attitude extremely important
- Ability to learn new procedures on the job without formal training
- Excellent interpersonal skills and attention to detail required
- Demonstrated ability to meet deadlines and quality expectations, willingness to push limits of existing abilities of the department to meet changing needs
- Ability to work calmly within a high-pressure and fast-paced environment

Education/Experience:

Minimum 2-4 years' experience in non-profit industry; personal or professional performing arts background strongly preferred. Bachelor's degree and/or equivalent combination of education/training and experience required; marketing and/or public relations experience a plus.

Working Conditions/Physical Demands:

Routine for office environment. The employee will be required to travel to and attend meetings, events, schools, and programs during daytime, evening, and weekend hours. The employee will also be expected to attend community-based meetings and networking opportunities during business hours, and during evening and weekend hours.

About the Cape Symphony:

At the Cape Symphony, our mission is to "Inspire Joy." We do this through outstanding entertainment and educational programs. Cape Cod's very own professional orchestra, the Cape Symphony, performs at the Barnstable Performing Arts Center in Hyannis. From popular hits to magnificent classics, highlighting hidden gems and putting a new twist on standards, the emphasis is always on fun, surprises, and beautiful music. The Cape Symphony commitment to education for all ages includes private lessons, classes and ensembles at campuses in Barnstable and Falmouth as well as online. Its acclaimed preschool program is known for blending traditional academics with the arts. Through community outreach, the Cape Symphony brings an array of engaging programs to the Cape Cod community.

The Cape Symphony values diversity and inclusiveness in the workplace. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity (EOE) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual

orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Cape Symphony will provide reasonable accommodations for qualified individuals with disabilities.