

**PENNSYLVANIA BALLET**  
**JOB DESCRIPTION**

DEPARTMENT: Development  
POSITION: Annual Fund Coordinator

FLSA CLASSIFICATION: NON-EXEMPT

POSITION TYPE:  REGULAR FULL-TIME  
 REGULAR PART-TIME  
 ON-CALL

**GENERAL DESCRIPTION:**

The Annual Fund Coordinator will support the Individual Giving Manager in implementing all aspects of a comprehensive fundraising program targeting donors and prospective donors up to \$2,500 to Pennsylvania Ballet. In addition, the Coordinator will work with the Finance department to process and reconcile all contributions in the Tessitura database and generate regular Tessitura development reports. The Coordinator will also support the Director of Development and other development team members in overall fundraising strategy as needed. The Coordinator reports directly to the Individual Giving Manager.

**RESPONSIBILITIES INCLUDE:**

- Support the Individual Giving Manager in Annual Fund appeals up to \$2,500 by segmenting donor data and implementing direct mail, email solicitation to each donor subgroup.
- Coordinate engagement and stewardship programs for Annual Fund donors.
- Process all contributions and pledges in Tessitura and draft gift acknowledgements for the development department.
- Work with finance to reconcile gifts and ensure accurate tracking and reporting.
- Support the Individual Giving Manger in Telefunding Campaign.
- Generate Tessitura reports as needed for the development department.
- Track donor listings and draft donor lists for Playbills and other recognition collateral.
- Provide support for cultivation, stewardship, and fundraising events.
- Support Director of Development in other areas of development strategy as needed.

- Other duties as assigned.

**EXPERIENCE AND SKILLS:**

- Superb organizational skills and attention to detail
- 1-2 years' experience working in an office
- Bachelor's degree
- Superior writing and verbal communications skills
- Experience in Tessitura or Raiser's Edge highly preferred
- An interest in data required
- Willingness to collaborate
- A heartfelt appreciation for the performing arts
- Some evening and weekend hours required

**DISCLAIMER:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the aforementioned tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.*

**Candidates should forward their cover letter and resume via email to:**

**Kristine Medley Farmer**  
**Individual Giving Manager**  
**Pennsylvania Ballet**  
kfarmer@paballet.org  
(No phone calls please)

Updated 6/19/2018