

## **Strings Music Festival Development Coordinator**

### **Organization**

Strings Music Festival presents innovative programs of distinctive classical and popular contemporary music to the surrounding community of Steamboat Springs, Colorado and its visitors. Our intimate and friendly setting attracts people of all ages and backgrounds, and we enhance the cultural, educational, and entertainment experiences of our audience. No other organization brings world-class musicians to Northwest Colorado, creating the opportunities of a large city in a rural culture.

The summer festival season features popular contemporary music, classical programs, family concerts, and free community programs. Outside of the summer, Strings provides concerts as well as Strings School Days, a youth music education program. Strings Music Festival hosts over 100 events yearly, reaching over 26,000 audience members, and provides more than 60% of events at no cost. The festival's annual budget is \$3 million.

### **Position: Development Coordinator**

Strings Music Festival seeks a full-time Development Coordinator, reporting to the Development and Marketing Director. This position is full-time, year-round, and is located in Steamboat Springs, Colorado.

### **Key Accountabilities**

- Generate revenue to support Strings programs by growing and maintaining donor and community relationships and assisting in all special events
- Increase organizational efficiency by administering software (PatronManager) to provide useful data and functionality for Strings staff and partners
- Increase organizational efficiency by managing development assets
- Increase revenue and cultivate community relationships by maximizing effectiveness of Strings Board and Guild

### **Roles & Responsibilities**

Generate revenue to support Strings programs by growing and maintaining donor and community relationships

- In partnership with the Development and Marketing Director, manage and execute the Annual Fund campaign and create Annual Fund materials including the Year In Review publication and all Colorado Gives Day assets
- Support all campaigns, including Endowment and Capital
- Identify new donor prospects, cultivate existing donors, and develop strategic approach for Executive Director and Development and Marketing Director for individual donor asks
- Manage donor recognition efforts, including events, program listings, and benefits
- Assist with grant writing and manage the grant calendar to ensure execution and timely submission of materials. Research new grant opportunities
- Assist with all special events including stewardship events, house parties, and fundraising events

Increase organizational efficiency by administering software (PatronManager) to provide useful data and functionality for Strings staff and partners

- Administer and update PatronManager daily, and support staff use, including maintaining data hygiene
- Run reports, create templates, enter donations, and run donor acknowledgement letters in PatronManager
- Collect, organize, and archive all attendance and demographic data

Increase organizational efficiency by managing publications and development assets

- Work with the Marketing Manager to develop corporate sponsorship materials and agreements, and track corporate sponsor benefits to ensure successful activation
- Work with the Marketing Manager on distribution of all development materials, creation of all development assets, and calendars for staff signing

Increase revenue and cultivate community relationships by maximizing effectiveness of volunteer leadership

- Manage Board member solicitations and follow-ups
- Develop and update monthly Board dashboards
- Serve as the staff liaison to the Guild and assist the committee in executing the annual Kitchen & Garden Tour fundraiser

Perform other duties as assigned by the Development and Marketing Director

### **Experience & Qualifications**

- A two- or four-year degree from an accredited university or college
- Two years of professional work experience or a combination of education and experience
- Excellent interpersonal communication skills
- Strong organizational and analytical skills
- Strong problem solving and critical thinking skills
- Ability to integrate into a highly collaborative small Strings staff in a fast-paced work environment
- Ability to effectively perform a variety of duties with frequent interruptions and changing priorities
- Detail-oriented and meticulous thinker
- Experience with CRM and donor database management
- Ability to work weekends and evenings
- A knowledge of the community of Steamboat Springs, Colorado
- An appreciation and knowledge of music
- Ability to complete training to become PatronManager Certified Admin within six months

### **Compensation & Benefits**

- Wage is commensurate with experience and qualifications. Wage range is \$21-\$25 per hour
- 40 hours per week, including show weeks (some evenings and weekends required)
- Benefits include 100% premium for employees for medical, dental, and vision insurance; 401k plan with Vanguard; PTO, sick time, and paid holidays; zero-interest payment plan for Ikon pass.

### **How to Apply**

Please send cover letter, resume, and three references to Elizabeth Diamond, Director of Development and Marketing, at [jobs@stringsmusicfestival.com](mailto:jobs@stringsmusicfestival.com). No phone calls please.

Strings Music Festival is an Equal Opportunity Employer and is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, genetic information, age, veteran or military status, gender identity or expression, sexual orientation, marital status, parenthood, mental or physical disability, or any other basis protected by local, state, or federal laws.

Strings Music Festival will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to SMF, but your experience does not exactly align with every qualification listed above, we encourage you to apply.