



Position Description

Title: Advancement Operations Coordinator (AOC)

Department: Advancement

Location: Santa Barbara, CA

Status: Full-time, Non-Exempt

Position Summary:

The Advancement Operations Coordinator (AOC) works closely with all members of the Music Academy of the West's Advancement team to coordinate the Academy's fundraising and donor cultivation programs. The AOC will manage projects from conception to completion and support all donor event activities, help prepare donor solicitations, oversee the development of advancement collateral, and assist in donor database management.

Position Responsibilities:

- Manage projects as assigned with minimal supervision
- Coordinate the development and creation of individual giving collateral (i.e. donor brochures and other marketing materials, etc.)
- Manage all direct mail and email fundraising campaigns
- Work with the Director of Development and the Manager of Special Events to:
 - Execute invitation mailings
 - Oversee the creation of special event forms for registration and tracking through RE NXT
 - Provide on-site support as needed for donor cultivation and fundraising events
 - Manage donor cultivation events and activities as assigned
 - Serve as fundraising liaison with the Music Academy's Auxiliary volunteer group as it relates to their fundraising efforts.
- Work with the Director of Financial & Database Analysis to maintain the Raiser's Edge donor database
 - Enter all donations including checks, pledges, credit cards, stock gifts, and in-kind gifts
 - Manage the acknowledgement letter process
 - Pull simple queries, e-blast, and event lists for Advancement
 - Create monthly pledge reminders as directed by the Advancement team
 - Update constituent records with any contact information changes: phone, email, address, etc.
 - Mark constituents as deceased and upload obituaries to records



- Upload media files to constituent records in RE NXT
- Add notes and action items to constituent records
- Create annotations for records that require special handling
- Assist with prospect research

- Coordinate donor giving benefits during the Summer School and Festival:
 - Donor-reserved parking
 - Picnic reservations
 - Concierge ticketing for top donors

- Assist with preparations for committee meetings and donor solicitations
- Prepare minutes for board and committee meetings
- Oversee Advancement-related content on the Music Academy website
- This position includes essential job functions which require some on-site office attendance, pending local health guidances
- Other duties as assigned

Candidate Profile:

The successful candidate will demonstrate:

- A passion for classical music and commitment to non-profit arts organizations
- Project management and organizational skills with the ability to work quickly and accurately, and maintain records with strict attention to detail
- An ability to set priorities and handle a heavy workload
- Strong technical skills including Microsoft Excel and CRM/donor database software such as Raiser's Edge
- Comfort with both financial and written reports
- Experience working both independently with minimal direction and cooperatively in a team situation
- Skill in making appropriate job decisions when following established policies and procedures
- Excellent oral and written communication skills
- The ability to interact effectively with diverse personalities and age demographics, particularly with donors
- Proven ability to provide quality customer service
- Education and/or experience equivalent to a bachelor's degree in a related field
- 1-3 years of experience at a non-profit in fundraising, client services and/or sales

Reporting Structure:

The Advancement Operations Coordinator reports to the Director of Development and the Director of Financial & Database Analysis.



Benefits and Compensation:

Annual salary is competitive and commensurate with experience and qualifications. The Music Academy provides a comprehensive benefit package for full-time employees, which includes health and dental coverage, life insurance, paid vacation and sick leave and a 403(b) plan.

Candidates should anticipate some travel as the position requires.

Application Process:

Send a letter of interest and current resume to to: hr@musicacademy.org. No phone calls, please.

The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

Music Academy of the West Overview:

Founded in 1947, Music Academy of the West offers year-round programming for the local community and talented musicians from around the world. Each year, 140 fellows ages 18-34 are selected by merit-based audition from more than 2,000 applicants worldwide to participate in an eight-week Summer School and Festival to prepare them for 21st-century careers. During the Summer Festival, fellows receive opportunities for advanced study and frequent orchestral, chamber, recital and masterclass performances under the guidance of more than 70 internationally renowned faculty and guest artists. Each fellow attends on full scholarship covering tuition, room and board. In 2018, the Music Academy began a partnership with the London Symphony Orchestra (LSO) that brings LSO musicians to Santa Barbara to teach and perform and sends twelve Keston MAX Fellows to London for ten days of training and performance with the orchestra. Career-launching opportunities for fellows and alumni are offered through the Academy's Innovation Institute. Summer Innovation Seminars bring together industry leaders and cutting-edge artists to engage fellows and audiences in discussion about the present and future state of classical music, while the annual Fast Pitch Awards give fellows a platform to present their entrepreneurial ideas. The Academy's Alumni Enterprise Awards have provided more than \$220,000 in grants for forward-thinking projects in artistic expression, audience development, education, community engagement, social justice and technology; recipients of the awards are also invited to attend a five-day Innovation Residential. Academy alumni create careers in music and beyond and are members of major symphony orchestras, chamber orchestras, ensembles, opera companies, and academic faculties throughout the world. Music Academy of the West also provides music education locally through *Sing!*, a free, after-school choral initiative for seven-to-twelve-year-olds from 28 schools in Santa Barbara County. The Academy presents more than 150 public events annually



in four campus venues and in sites across Santa Barbara and online. For more information, please visit musicacademy.org.