

Role Description

Philanthropy Coordinator

Department: Development
Reports to: Philanthropy Manager
Reports: 0
Review Date: 22 February 2023

Primary purpose of the role:

The Philanthropy Coordinator is the very heart and soul of the Philanthropy Team. This person not only provides key support to the rest of the fundraising team, but also can be counted upon to bring a smile to any customer, donor or stakeholder interaction. Accuracy, efficiency and kindness are a must – think of a modern day “Mary Poppins” (singing optional)!

Key accountabilities

- Manage receipting and thanking by processing all donations, pledges and bequests in Tessitura database;
- Update and maintain accurate donor stakeholder contact details, Tessitura records and plans;
- Ensure all donor acknowledgements and membership listings are up to date in concert programs, the Sydney Symphony website and other collateral;
- Provide briefing documents for Executive team and Board Directors for meetings, events and concerts, including circulation of VIP and RSVP reports;
- Liaise with Box Office to assist with donor and VIP ticketing requirements;
- Solicit lower-level donations and undertake administrative duties as required to help achieve financial and budgetary goals;
- Monitor and reconcile team expenditure, code invoices and departmental credit card usage;
- Assist in the planning of, and subsequently attend, a rostered number of face-to-face activities across each month which may include concerts, open rehearsals, interval drinks, post concerts or other special activities;
- Other duties as required.

Qualifications and Skills

- Excellent people skills and demonstrated understanding of customer relationship management;
- Proven success in CRM database work;
- High level of attention to detail and excellent written & oral communication skills;
- Competence and/or training in business administration;
- Strong self-motivation, high level of energy and resilience;
- Passion for the arts and music; and
- Demonstrated willingness to contribute to and be part of a positive work culture.

Professional Development

- Build influencing and negotiation skills;
- Further develop fundraising skills;
- Identify and set goals for self-led learning.

Eligibility: The Sydney Symphony Orchestra is an equal opportunity employer; the right to work in Australia; subject to a possible Police Check.

To apply for this job please send a **CV and cover letter** to recruitment@sydneyssymphony.com