



Annual Giving Coordinator

ABOUT MUSIC FOR ALL

Music for All's mission is to create, provide and expand positively life-changing experiences through music for all. Our vision is to be a catalyst to ensure that every child in America has access and opportunity for active music making in their scholastic environment.

Founded in 1975, Music for All is a destination – and sets the standard – for scholastic music ensemble performance and music education advocacy. Music for All provides ensemble experiences, hands-on opportunities for individual student performance training and growth, and teacher professional development.

Music for All is also committed to informing and empowering students, parents, and teachers to be engaged advocates for the arts and music education in their communities and across the nation.

A 501(c)(3) nonprofit educational organization, Music for All's programs include 30+ annual events, serving more than 600,000 attendees each year – more than 1.3 million in our 47-year history. Our programs including the Bands of America Grand National Championships and Regional Championships for marching bands, the Music for All Summer Symposium camp for students and teachers, the Music for All National Festival and Affiliate Regional Music Festivals for concert bands, orchestras, choirs, chamber ensembles, percussion ensembles, and the national honor concert band, jazz band, orchestra, and the Bands of America Honor Band that marched for the fifth time in the Rose Parade® in 2022.

ABOUT THE POSITION OF ANNUAL GIVING COORDINATOR

Music for All is seeking an **Annual Giving Coordinator** that plans and manages all aspects of the Annual Giving program as well as being responsible for maintaining donor data integrity within the donor database. The Annual Giving Coordinator plays an active role in the identification, solicitation, and recognition of the individual donors responsible to meet budget goals.

The Annual Giving Coordinator works under the direction of the Director of Mission Advancement and is an integral part of the Music for All team.

Required skills and characteristics:

- Bachelor's degree.
- A minimum of three years fundraising experience in annual giving/campaigns and appeals, with an emphasis in individual/annual solicitation.
- Experience with donor data systems (DonorPerfect, Salesforce, etc.).
- Strong commitment to the mission, vision, values, and programs of Music for All and ability to effectively articulate these to motivate and encourage donors and prospects at all levels.
- High level of diplomacy and confidentiality.
- Experience and high level of comfort working with a diverse group of individuals (board members, staff, volunteers, etc.)

- Excellent writing, interpersonal, and communication skills as well as the ability to interact with individuals in and out of the organization.
- Ability to work on a wide variety of projects at one time.
- Strong leadership skills coupled with the composure required to thrive under pressure.
- Strong analytical and project management skills, and attention to detail.
- Confident and dynamic personality.
- Self-starter who can work independently as part of a national team.
- Experience in team-based, cross-functional work environment with effective and respectful communication as a top priority.
- Experience in Microsoft Office (Word, Excel) required.

Responsibilities will duties include:

- Design, implementation, and growth of all annual giving campaigns including online and direct mail.
- Provide organization, production and maintenance of annual fund campaign materials and data.
- Utilize direct response communication and fundraising tools (direct mail, email, website) to inform, engage, connect and solicit current, lapsed and prospective donors.
- Monitor, report and analyze outcomes.
- Process, record and acknowledge all gifts/pledges on behalf of the Advancement Department including thank you letters.
- Work with the Marketing and Communications team in developing and positioning development priorities, key messages and events
- Maintain and cultivate individual donor records in the donor database.
- Coordinate stewardship efforts of current donors to retain and encourage repeat and increased giving year-over-year.
- Prepare and execute stewardship mailings, including direct mail.
- Maintain department presence on website and printed material.
- Prepare and publish Annual Report in collaboration with Director of Mission Advancement.

Every candidate for a position at Music for All must understand and acknowledge that a substantial portion of the organization's business is the planning and execution of special events. As such, all Music for All employees are involved in the planning of events and have some on-site event production duties and responsibilities with some travel required.

APPLICATION PROCESS

Please submit your application by end of day May 31, 2023.

Music for All, Inc. is a 501(c)(3) not for profit educational organization and is committed to a diverse workforce.