



620 West Main Street, Ste. 600
Louisville, KY 40202
LouisvilleOrchestra.org

POSITION DESCRIPTION

Position Title:	Campaign Coordinator
Status:	Part-Time, Hourly, Non-Exempt
Reports to:	Chief Executive Officer
Job Summary:	The Campaign Coordinator will work closely with staff and volunteer solicitors to plan and implement activities that advance the Orchestra's fundraising strategies. This is a part-time position with great flexibility, including the opportunity to work partially from home.

Duties and Responsibilities

- ❑ Screen, identify, and research prospects in order to qualify them as a potential campaign donor
- ❑ Lead prospect review sessions, ensure all qualified prospects are assigned a portfolio, and assist with developing targeted cultivation and solicitation plans; input those plans into Tessitura
- ❑ Organize and staff meetings of the steering committee
- ❑ Ensure that data related to prospects and donors is recorded and tracked in electronic and hard copy files; follow-up with each solicitor after campaign visits to create and enter call reports; manage campaign record keeping, evaluate progress toward goals, prepare regular reports on calls and gifts, and recommend revisions to the campaign plan if needed
- ❑ Oversee all campaign communication, writing, developing, and creating content for campaign print and collateral materials; draft talking points for volunteers, staff, and media; work with the Marketing Department to integrate campaign milestones into the Orchestra's ongoing public relations outreach; coordinate the successful transition from the quiet to the public phase of the campaign
- ❑ Ensure donor acknowledgement, stewardship, and public recognition is accurate and timely; work with the Patron Services department to plan and execute campaign education, cultivation, recognition, and celebration events; coordinate all campaign events
- ❑ With the CEO, monitor the campaign budget as approved by the Board of Directors
- ❑ Perform other duties as assigned, requested, or needed.

Qualifications

- ❑ Bachelor's degree with demonstrated experience working with non-profit fundraising campaigns
- ❑ Experience working with staff, Board members, and volunteers with a proven ability to manage them using best practices in moves management techniques
- ❑ Strong familiarity of Louisville's philanthropic environment
- ❑ Superior written and verbal communication skills; experience producing campaign material preferred
- ❑ Highly self-motivated, metric driven, and goal-oriented with an astute attention to detail
- ❑ Diplomacy in handling sensitive and confidential information
- ❑ Proficient in Microsoft Office and CRM databases, such as Raiser's Edge and Tessitura, as well as common prospect/donor research resources; must become proficient in Tessitura

Compensation and Benefits

This is a part-time position with flexible hours that will shift depending on the needs and schedule of the campaign. Hourly rate is commensurate with experience. The Louisville Orchestra reimburses for parking at a downtown parking garage.

About the Louisville Orchestra

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. With an annual operating budget of \$8M, 58 full-time musicians, and a 34-week performance season, it is currently an organization that is changing the very idea of what a 21st century orchestra can be and do. Under the leadership of Music Director Teddy Abrams and CEO Robert Massey, the Louisville Orchestra is well on its way toward achieving its goal of being "the most interesting orchestra on the planet."

To Apply

Send a cover letter, resume, and three professional references to nkoch@louisvilleorchestra.org. Candidates selected for further consideration will be contacted. Position will remain open until filled. References will not be contacted until the final round of interviews. No phone calls please.