



## Broadway Sacramento Job Description

### DEVELOPMENT OPERATIONS COORDINATOR

**Classification:** Hourly

**Schedule:** Full-time, non-exempt

**Department:** Development

**Reports To:** Director of Development

**Salary Range:** \$21/hr (\$43,680 annually) - \$25/hr (\$52,000 annually)

**Contact:** [bwsrecruitment@broadwaysacramento.com](mailto:bwsrecruitment@broadwaysacramento.com)

**Apply At:** <https://www.broadwaysacramento.com/development-operations-coordinator/>

**Website:** <https://www.broadwaysacramento.com/>

#### Job Summary

The Development Operations Coordinator will be the Tessitura power user for the Development department, be responsible for gift processing, facilitate general departmental operations and provide annual fund and event support.

#### Summary of Essential Job Functions

##### Database Management

- Manage the Tessitura database for Development, create campaigns and source codes
- Generate donor lists for benefit fulfillment, campaigns, playbills, website and other projects
- Create monthly donor trend reports
- Ensure database accuracy and integrity by updating donor information in a timely manner

##### Gift Administration

- Serve as a primary contact to ensure donor intent and proper coding of gifts
- Serve as a backup for annual fund processing
- Maintain an up-to-date understanding of gift policies, operational procedures and best practices
- Support Finance with revenue and expense reconciliations
- Generate invoices for sponsorships, as needed
- Backup for Donor Services Coordinator tasks

##### Departmental Operations

- Manage the Development calendar that includes marketing deliverables, donor obligations, donor lounge shifts and department time off
- Assist with concierge ticket service
- Research grant proposals
- Occasional back-up for front desk coverage



### **Event Support**

- Support the Director of Development with all aspects of the annual fundraising event
- Help plan and attend stewardship events
- Serve as a donor lounge host for selected show performances
- Co-manage RSVP lists with the Development staff

### **Job Specification of Development Operations Coordinator**

- Two-plus years of donor relations and gift processing experience, preferably for a nonprofit
- Two-plus years of CRM database experience required, preferably with Tessitura
- Knowledge of Microsoft Office 365
- Demonstrated organizational skills, efficiency, prioritization and multi-tasking
- Excellent communication skills and collaborative attitude
- Strong commitment to equity, diversity and inclusion
- Tact, diplomacy and discretion when handling confidential and sensitive information
- Ability to lift up to 50 lbs
- Non-remote position; ability to work evenings and weekends during show weeks and for events

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Prepared**

February 14, 2024