



CHAMBER ORCHESTRA
DAVID DANZMAYR, MUSIC DIRECTOR

Development Coordinator

Position Opportunity:

ProMusica is seeking a **Development Coordinator** to manage key aspects of Development Operations, overseeing the full donation life cycle—from supporting appeals and gift entry to coordinating acknowledgments—while assisting with the planning and execution of fundraising events. This role contributes directly to raising the orchestra's profile, increasing revenue, and fostering strong donor relationships. This is a full-time, exempt position with a hybrid schedule, requiring four days per week in the office. Attendance at concerts and events (approx. 2–4 nights/month) is required.

Ideal Candidate:

This role is ideal for an early-career fundraiser eager to grow and dive-in. The successful candidate is a proactive self-starter who thrives on managing the details that keep Development Operations running smoothly — tracking contributions, maintaining donor records, supporting acknowledgments, and assisting with campaigns. You enjoy cultivating relationships with patrons and donors, excel in a fast-paced environment, remain calm under pressure, and solve problems creatively when challenges arise. You are excited to craft meaningful experiences that strengthen donor engagement and attract new audiences to ProMusica's mission. Passionate about the arts and energized by collaboration, you combine meticulous organization with creativity and planning.

Core Responsibilities:

Development Operations / Administration (50%)

- Serve as vital support to the Development Department to:
 - Assist with Annual Fund activities such as creating mailing lists and tracking responses for direct mail appeals and email campaigns to meet budgeted goals
 - Track and produce acknowledgement letters to support annual stewardship efforts
 - Support CEO and Director of Advancement with producing thank you notes for unique new donors (first time gifts, recurring gifts, multi-year pledges, etc.)
 - Organize concert program book donor lists
- Enter all contributions in the Tessitura CRM system and assist with maintaining accurate and up-to-date donor and patron records
- Prepare special mailings such as advocacy letters to local and state representatives.

Special Events (50%)

- Assist with all donor stewardship, fundraising, and special events, including: the annual Soirée Benefit, Artist Circle, Musician Chair Appreciation event, Summer Series VIP tables, and other donor receptions, including:
 - Procure venues and manage event logistics, such as décor and equipment rentals, catering, guest lists, invitations, RSVP tracking, and VIP seating
 - Handle and troubleshoot issues as point person for day-of and during events
 - Work with vendors and explore new partnerships while working within a defined budget
 - Support the Director of Advancement to prepare sponsorship packets for the Soirée
- Coordinate with the Marketing Department to promote and publicize events, including timelines for design and print production needs

||: ProMusica

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- Identify and create new donor cultivation and stewardship events, and opportunities to support fundraising and friendraising goals
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Qualifications:

- Bachelor's degree preferred and/or 2+ years of relevant experience in non-profit fundraising and/or event management environment, preferably in the arts
- Excellent written and verbal communication skills with strong attention to detail
- Ability to build relationships with stakeholders (including staff, board, external partners and donors) in person, via phone, and through written communications
- Strong customer service skills and the discretion to handle confidential information
- Ability to manage multiple projects simultaneously within a fast-paced environment
- Enjoy working with people
- Knowledge of classical orchestral music and/or the performing arts is a plus
- Flexibility to regularly work outside regular office hours for concerts/events, with reliable access to a vehicle for transportation needs

Benefits:

- Full-time salaried exempt position
- Health, Dental, and Vision benefits
- 401k Retirement Plan
- Paid holidays, vacation, sick time

What we offer:

- The opportunity to contribute to a nationally recognized, mission-driven orchestra.
- A collaborative and dynamic work environment where all contributions are valued.
- The chance to play a key role in supporting a leading arts organization.

About ProMusica:

ProMusica is 37 musicians from all over the country who are redefining what it means to be a chamber orchestra. Led by Music Director Danzmayr and Creative Partner, renowned violinist Vadim Gluzman, our vision is to engage, inspire, and connect people to the world around them through the joy of ProMusica. The orchestra both honors the classical traditions and champions the contemporary, with a deep commitment to new works, with 73 commissions, and over 130 premieres to-date. To read more about the orchestra, please visit www.promusicacolumbus.org.

To Apply:

Please email a cover letter and resume to Matthew Kurk, Director of Advancement, at mkurk@promusicacolumbus.org. Applications will be accepted until the position is filled.

ProMusica does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. As an Equal Opportunity Employer, we celebrate diversity and are committed to creating an inclusive and equitable environment for every staff member.