

Job Description: Development Coordinator

Organization

Encore Creativity for Older Adults is an IRS 501(c)(3) non-profit organization whose mission is to create meaningful arts experiences supporting lifelong learning, wellness, and fun for all older adults. Through its programs, Encore seeks to create a world where all older adults have a place in the arts.

As the nation's largest choral organization for adults over the age of 55, Encore provides over 50 ensembles nationwide for over 2,000 singers aged 55-99. These numbers continue to grow as the organization expands to new markets.

Encore is a leading organization in the field of creative aging and its programs include

- **Encore Chorales:** traditional choirs singing choral classics in four-part harmony
- **Encore ROCKS:** groups singing rock 'n' roll hits from the 50s, 60s and beyond
- **Encore on Broadway:** participants singing in 4-part harmony to hits from Broadway shows
- **Arts for Life Ensembles:** individuals with cognitive change and their care partners connecting through song
- **Encore University:** online educational classes focusing on key areas of artistic wellness

Summary

The Development Coordinator reports to the CEO and plays a vital role in advancing Encore Creativity's mission by supporting comprehensive fundraising efforts. This position will help manage relationships with donors, foundations, and corporate partners while ensuring effective stewardship of contributed income. The ideal candidate is detail-oriented, organized, and passionate about the intersection of arts and healthy aging.

Principal Responsibilities

Grant Management (30%)

- Research and identify new grant opportunities aligned with Encore's mission and programs
- Maintain a grants calendar and coordinate timely submission of applications for grant writers
- Provide documentation for proposals and reports in collaboration with program staff
- Track grant deliverables and reporting requirements
- Maintain accurate records of all grant activities

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Corporate Partnerships (20%)

- Provide administrative support for corporate sponsorship program
- Ensure timely follow-up with corporate partners
- Track benefit fulfillment for sponsors
- Assist with preparing sponsorship proposals and reports
- Help coordinate sponsor recognition in programs, website, and events

Donor Relations (30%)

- Maintain accurate donor records in database
- Process donations and prepare acknowledgment letters
- Implement donor recognition programs and benefits
- Assist with donor communications including newsletters and impact reports
- Help organize and plan special donor events and recognition activities

Major Gift & Planned Giving Programs (20%)

- Provide administrative support for Giving Circle (donors of \$10,000+ lifetime)
- Provide administrative support of Legacy Circle (planned giving) activities
- Help prepare materials for donor meetings and solicitations
- Support end-of-year giving campaign efforts and letters
- Track major donor engagement and stewardship activities

Qualifications

Required

- Bachelor's degree or equivalent experience
- 2+ years' experience in nonprofit development or related field
- Excellent written and verbal communication skills
- Strong attention to detail and organizational abilities
- Proficiency with CRM software and Microsoft Office suite with experience in Excel spreadsheet management and development
- Ability to handle confidential information with discretion

Preferred

- Experience with arts organizations or programs serving older adults
- Knowledge of the Washington DC metro area philanthropic community
- Experience with grant writing and reporting
- Familiarity with planned giving concepts

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Working Conditions

- Full-time position (40 hours per week)
- Remote, some local travel may be required for meetings and events in the DC area

Salary/Benefits

- Annual Salary: \$42,500
- Health, vision, dental and life insurance
- Workers' compensation
- 403(b) retirement plan with match
- Paid time off (PTO)
- Paid holidays

Application Process

- To complete your application for this position, please submit the following documents via email to businessadministrator@encorecreativity.org.
 - Resume, Cover Letter, and three professional references

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.