



Development Coordinator

Position Summary

This position is responsible for coordinating the fundraising and development activities that sustain and expand the Chorus's artistic endeavors. The position reports to the Director of Operations. Occasional evening and weekend hours are required for donor events and community engagement activities. This is a part-time position, 10 hours/ week.

Role Overview

The Development Coordinator plays a key role in advancing Bel Canto Chorus's mission by supporting all aspects of fundraising, donor relations, and grants management. Working collaboratively with the Director of Operations, the Artistic Director, and the Board Fund Development Committee, this position helps implement development strategies, coordinate campaigns and events, and maintain accurate donor and gift records. The Development Coordinator ensures that resources and relationships are effectively cultivated to support Bel Canto's mission, artistic excellence, and long-term sustainability.

Major Areas of Responsibility

Fund Development Strategy and Execution

- Assist with the development and implementation of annual fundraising, including individual giving, grants, corporate sponsorships, and special campaigns (Bel Canto and UPAF).
- Coordinate fundraising campaigns and donor appeals
- Support leadership in tracking progress toward fundraising goals
- Accurately record, acknowledge, and report all donations in accordance with donor intent.
- Maintain up-to-date donor records and generate reports as needed.

Grants Management

- Identify, develop, and write grant proposals to foundations, corporations, and public agencies.
- Review and ensure compliance with awarded grant conditions/agreements.
- Prepare timely and accurate grant reports and maintain a calendar of submission deadlines.
- Track awarded funds and coordinate reporting with finance staff.

Donor Stewardship and Cultivation

- Assist in cultivating and stewarding individual, foundation, and corporate donor relationships through in-person meetings, phone calls, and written correspondence.
- Coordinate donor recognition activities and ensure prompt, personalized acknowledgments.
- Work closely with the Board Fund Development Committee to support fundraising initiatives and donor cultivation efforts.
- Support strategic planning efforts related to fund development and community relations.
- Invite community leaders to concerts and events to strengthen engagement and visibility.
- Other duties as assigned.

Desired Characteristics

- Highly motivated, organized self-starter with strong attention to detail.
- Excellent writing and communication skills.
- Strong relationship builder with a collaborative mindset.
- Proactive and adaptable, able to balance strategic priorities with day-to-day execution.
- Enthusiasm for choral music and belief in the power of the performing arts.

Qualifications

- Bachelor's degree in Communications, Business, Nonprofit Management, or related field.
- Minimum of 3–5 years of experience in development, fundraising, or grant writing (or commensurate education and experience).
- Experience supporting donor relations and fundraising events.
- Proficiency with Microsoft Office and donor databases (e.g., Patron Manager, Salesforce, or similar).
- Excellent organizational and time-management skills.

A combination of education and relevant experience will be considered in lieu of the stated minimum years of experience.

Job Location

This hybrid position requires occasional in-person attendance at donor meetings and community engagement events, as well as in-person meetings as needed (e.g., staff, Board, or partner meetings). Bel Canto Chorus currently operates as a work-from-home organization with no central office; regular communication with staff and stakeholders via phone, email, and video conferencing is expected. Occasional evening and weekend hours are required for donor events and community engagement activities.

Access to a computer, a personal cell phone, internet, and transportation are required for the position.

Compensation and Other Benefits

Compensation is \$21 - \$25 per hour, depending on experience. This flexible part-time position does not include paid leave or additional benefits.

To Apply

To apply, please submit a resume and thoughtful cover letter to operations@belcanto.org. Applicants will only be contacted if chosen to move forward in the interview process. The position is open until filled.

Bel Canto Chorus is an equal opportunity employer and does not discriminate because of race, color, religion, gender, sex, national origin, age, or disability. We strive to create a positive and inclusive work culture.

Bel Canto participates in E-Verify to confirm the employment eligibility of all newly hired employees. Additional information regarding our participation in E-Verify can be found on our Job Opportunities page.