



ANNUAL FUND COORDINATOR ERIE PHILHARMONIC

JOB TITLE:	Annual Fund Coordinator
STATUS:	Full-Time
PAY RANGE:	\$42,000 - \$48,000/annually, commensurate upon experience
REPORTS TO:	Director of Development
JOB TO BEGIN:	Immediately upon offer, if available

The Erie Philharmonic is our region's premier performing arts organization, and the Annual Fund Coordinator plays a key role in sustaining and growing the philanthropic support that fuels our mission. In this highly visible role, you will work closely with the Director of Development to plan, execute, and evaluate annual fundraising strategies designed to meet and exceed ambitious donor engagement and revenue goals. You will help craft compelling donor communications, coordinate direct mail and digital campaigns, manage donor data and acknowledgments, and support year-round stewardship efforts. Your work will help ensure that audiences across our region continue to experience the power of live music for years to come.

This position reports to the Director of Development and works in concert with other members of the Erie Phil team. The ideal candidate is a motivated team player with keen attention to detail and the ability to thrive in a fast-paced, collaborative environment. Even if you don't meet every qualification listed, we encourage you to apply if you bring a creative, results-driven mindset and a willingness to learn and grow. We encourage applicants from all backgrounds to apply and are committed to fostering an inclusive workplace where everyone can thrive.

Duties and Responsibilities

- Manage all solicitation mailings and other outreach to Erie Phil donors with the Director of Development, including the production and mailing process and all associated vendor relationships.
- Oversee the implementation of an Annual Fund calendar, ensuring the Development Team hits deadlines for all fundraising efforts, special events and other projects.
- Enter and process all charitable contributions in Patron Manager with accuracy and consistency and maintain donor information and other data in the CRM with consistent record-keeping practices.
- Oversee the acknowledgement program with creation of letters templates and personalized text for major gifts or important patrons; ensure compliance with IRS guidelines through the Finance Department.
- Serve as an ambassador of the organization at Erie Phil concerts, community events, and other engagements as directed by the Director of Development and leadership team.
- Produce solicitation lists and development reports as necessary.
- Generate accurate donation listings from Patron Manager and prepare listings for program books.
- Provide concierge ticketing services for major donors.

- Working with the Director of Development, the Marketing Manager and the Finance Director, create, track, and produce all benefits for sponsors and donors with benefit values clearly defined.
- Aid in planning and implementing stewardship and cultivation events.
- Assist the Director of Development in planning and executing fundraisers, including acknowledgments, sponsor coordination, event RSVPs, and volunteer coordination.
- Maintain accurate financial records for events, including in-kind gift values and auction proceeds.
- Assist with box office responsibilities as needed.
- Other duties as assigned.

Education and Experience

- At least two years of experience in the nonprofit sector or a field with related skills (customer service, project management, data integrity)
- Bachelor's Degree or equivalent experience
- Experience working with Microsoft Office is necessary, Adobe Suite and CRM software preferred
- Some musical knowledge preferred
- Willingness to engage donors and patrons in a meaningful way and work beyond normal 9-5 hours as required for events and concerts
- Collaborative and positive attitude essential to success
- High attention to detail and ability to handle multiple projects at once
- Excellent verbal and written communication skills
- Flexibility and willingness to take initiative

Physical Requirements

- Prolonged periods of standing/sitting at a desk and working on a computer
- Must be able to lift 15 pounds at times

WHAT THE ERIE PHILHARMONIC OFFERS

- A comprehensive benefits package including paid time off, health, dental, and vision insurance, plus medical and dependent care flexible spending plans.
- Opportunities for professional growth through mentorship, on-the-job training, and learning experiences.
- A collaborative and supportive workplace culture that values creativity, transparency, and teamwork.
- The chance to make a meaningful impact in one of the country's most vibrant and community-centered orchestras.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned without notice.

TO APPLY

Interested applicants should submit a cover letter and resume in PDF format to careers@eriephil.org with the subject line "AF Coordinator - Firstname Lastname." Resumes will be reviewed as received, and the position will remain posted until filled. Phone calls and physical mail submissions will not be considered. Please submit any queries by email to careers@eriephil.org. The Erie Philharmonic is an Equal Opportunity Employer.