

JOB DESCRIPTION

Gift Processing Coordinator

The Organization

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music. The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative.

The DSO offers a unique working environment and an excellent compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

Positions Summary

We seek a talented and energetic individual to provide support to the Detroit Symphony Orchestra's fundraising and accounting teams. The Coordinator will join the DSO's Finance Department and assume responsibilities in the areas of data entry and gift processing to ensure that all cash gifts, stock donations, and pledges are accurately recorded in the Tessitura database and reconciled to our general ledger.

Specific Duties and Responsibilities

- Coordinate day-to-day gift processing activities, ensuring accurate processing and stewardship of gifts.
- Process a timely and accurate acknowledgement of gifts received by the DSO.
- Provide reports and other tools to keep organizational leaders and advancement team apprised of major giving
- Insure the swift payment of all pledge balances through the coordination and preparation of regular pledge reminders and Invoices.
- Update contact information and salutations in the DSO database while preparing acknowledgements. Other duties as assigned

Experience

- Associate's degree or equivalent experience required
- Experience in a nonprofit organization and an understanding of fundraising required. A minimum of one year of fundraising, database, or transferable experience preferred
- Superior computer skills required. Demonstrated experience with mail merges a plus
- Experience with fundraising or patron databases required. Familiarity with Tessitura a plus

Personal Attributes and Competencies

- Strong verbal and written communication skills and the ability to interact effectively with staff and donors
- Excellent time management and organizational skills and an ability to meet deadlines in a fast-paced environment
- Ability to focus intently on the task at hand with the utmost attention to detail and an intense commitment to accuracy
- Ability to treat confidential and private information with discretion
- Interest in the arts and/or classical music a plus

Reports to: Senior Director of Accounting and Finance

Works closely with: Senior Director of Advancement, Gift Officers, Senior Accountants, other members of the Finance and Advancement teams.