



Employment Opportunity

Position: Advancement Operations Coordinator
Location: Santa Barbara, CA
Status: Full-time, Non-exempt
Start Date: Open until filled

Position Description

The advancement operations coordinator (AOC) works closely with all members of the Music Academy of the West's Advancement team to coordinate the Academy's fundraising and donor cultivation programs. The AOC will manage projects from conception to completion and support all donor event activities, help prepare donor solicitations and oversee the development of advancement collateral. The AOC will serve as the primary liaison with the Music Academy's Women's Auxiliary volunteer group as it relates to their annual fundraising efforts.

Minimum Requirements

- Project management and organizational skills with the ability to work quickly, accurately, and maintain records with strict attention to detail
- Ability to set priorities and use initiative to organize and handle a heavy workload
- Experience working both independently with minimal direction and cooperatively in a team situation
- Skill in making appropriate job decisions when following established policies and procedures
- Excellent oral and written communication skills
- The ability to interact effectively with diverse personalities and age demographics, internally and externally
- Ability and experience in providing quality customer service

Preferred Qualifications

- Education and/or experience equivalent to a bachelor's degree in a related field
- 1-3 years of experience working at a non-profit
- 1-3 years of experience in fundraising, client services and/or sales

Responsibilities

- Manage projects as assigned with minimal supervision
- Coordinate the development and creation of individual giving collateral (i.e. donor brochures and other marketing materials, etc.)

- Manage all direct mail and email fundraising campaigns
- Work with the director of development and the manager of special events to:
 - execute invitation mailings
 - track event RSVPs
 - provide on-site support as needed for donor cultivation and fundraising events
 - manage donor cultivation events and activities as assigned
- Serve as fundraising liaison with the Music Academy's Women's Auxiliary:
 - Act as point person
 - Attend meetings
 - Respond to emails
- Coordinate donor giving benefits during the Summer School and Festival:
 - donor-reserved parking
 - picnic reservations
 - concierge ticketing for top donors
- Assist with preparations for committee meetings and donor solicitations
- Oversee Advancement related content on the Music Academy website
- Conduct prospect research
- Other duties as assigned

Candidate Profile

The Music Academy of the West seeks to hire candidates who thrive in a collaborative, highly communicative workplace. Our administration collectively informs and agrees upon the organization's expectations for teamwork, including a positive, goal-oriented environment that positions every employee for success.

Reporting Structure

The advancement operations coordinator reports to the director of development.

Compensation and Benefits

The compensation range is \$19.00-22.00 per hour, commensurate with skills and experience. Benefit package includes medical, dental, vacation/sick leave, FSA, 403(b), life insurance, and more.

Application Process

Please email a letter of interest and current resume to hr@musicacademy.org using a subject header of **MAW Advancement Operations Coordinator**. Position will remain open until filled. No phone calls, please. The Music Academy of the West is an equal opportunity employer. A background screening will be performed as a condition of employment.

Music Academy of the West

The Music Academy of the West is among the nation's preeminent summer schools and festivals for gifted young classically trained musicians. At its ocean-side campus in Santa Barbara, the Academy provides these musicians with the opportunity for advanced study and performance under the guidance of internationally renowned faculty artists, guest conductors, and soloists. Admission to the Academy is strictly merit based, and fellows receive full scholarships (tuition, room, and board). The Music Academy of the West cultivates discerning, appreciative, and adventurous audiences, presenting more than 200 public events annually. For more information, visit musicacademy.org