Position Opening

POSITION: Education Outreach and Development Coordinator
STATUS: Part-time / Non-benefitted / Hourly / Non-exempt
COMPENSATION: $19.00 - $25.00 per hour
DEPARTMENT: North State Symphony
LOCATION: Location varies: Redding and Chico
RECRUITMENT ID: 155

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

SCHEDULE: Varies as needed to meet needs of organization

ESSENTIAL JOB FUNCTIONS: We are seeking a passionate and highly motivated Symphony Outreach and Fundraising Coordinator to join our team. The successful candidate will play a crucial role in expanding our reach within the community, enhancing our educational initiatives, and securing financial support to sustain our mission.

Outreach Programs Development:

• Develop and implement outreach programs to engage diverse communities, schools, and underserved populations including: farmer’s markets, downtown businesses, schools, retirement facilities, and other public performances.
• Collaborate with educators, community leaders, and local organizations to identify outreach opportunities and establish partnerships.
• Organize concerts, workshops, and interactive events aimed at promoting music appreciation and education.
• Use creativity and innovation in developing new programs that attempt to incorporate current educational and technological initiatives and cultivate new community partnerships.
• Hire musicians for outreach performances.
• In collaboration with the Production Manager, assist in setup and strike of special events as needed.
• Coordinate concert VIP afterparties with restaurants/bars, as needed.
• Identify educational trends that may present new opportunities for the Association; recommend a course of action that takes this information into account.

Fundraising Strategy:

• Develop and execute comprehensive fundraising strategies to achieve annual revenue goals.
• Under the direction of the Director of North State Symphony, prepare grant applications for corporations, foundations, and government agencies that provide arts funding; research grant opportunities and write reports and back-up materials to support each application; follow up on each proposal.
• Cultivate relationships with individual donors, corporate sponsors, and grant-making organizations.
• Plan and oversee fundraising events, including donor receptions, and benefit concerts.

Donor Relations:
• Cultivate and steward relationships with current and prospective donors, ensuring timely and personalized communication.
• Prepare compelling grant proposals, sponsorship packages, and fundraising appeals to solicit support.
• Acknowledge donor contributions promptly and provide regular updates on the impact of their support.

Marketing and Promotion:
• Collect marketing assets – including donor information - for the brochure, concert programs, and website.
• Collaborate with the Marketing Coordinator to promote outreach programs and fundraising initiatives through various channels, including social media, email newsletters, and print materials.
• Create engaging content, including stories, videos, and testimonials, to highlight the impact of our programs and attract support.

Administrative Duties:
• Maintain accurate records of donor interactions, gifts, and pledges using CRM software.
• Prepare regular reports and analysis of fundraising activities, including revenue projections, donor retention rates, and program outcomes.
• Assist in budget planning and financial reporting related to outreach and fundraising activities.

EMPLOYMENT STANDARDS:
• Ability to successfully perform all required duties of a NSS musician and NSS Education and Outreach Coordinator concurrently if applicable.
• Bachelor's degree in nonprofit management, arts administration, music education, or related field.
• Proven experience in nonprofit fundraising, donor relations, or community outreach, preferably in the arts or cultural sector.
• Strong communication skills, with the ability to articulate our mission and impact persuasively to diverse audiences.
• Proficient in the use of software/applications including Google Sheets and Docs; Microsoft Word and Excel; Microsoft Outlook.
• Proficiency in fundraising software and CRM systems (e.g., Salesforce, Raiser's Edge)
• Excellent organizational skills, attention to detail and accuracy in data entry and spreadsheet management.
• Strong communication skills, both written and oral.
• Ability to work independently as well as collaboratively with various stakeholders.
• Passion for classical music and a commitment to promoting access to the arts for all members of the community.

BENEFITS:
• Sick day accrual (up to 5 days/year)
HOW TO APPLY:
To be considered, submit the following documents by June 28, 2024. Documents submitted after this date may not be considered.

- Resume
- Cover Letter

BY DROP BOX: https://csuchico.app.box.com/f/477e99d18ee5450d9cc8df4bf9fa4dc8
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.