



## **POSITION AVAILABLE: Development Coordinator**

**The Development Coordinator** is primarily responsible for overseeing database management, including entering new data as well as analyzing, reporting on, cleaning, and maintaining existing data. The position will also assist in donor recognition, stewardship, and cultivation through a variety of fundraising activities, including direct-mail appeals and special events. The appropriate candidate will have great attention to detail, systems-focused mindset, and commitment to accuracy when working with data. They will communicate effectively and clearly (both in writing and verbally) with donors, staff members, and community stakeholders, and display a strong belief in Hochstein's mission and vision.

### **Responsibilities:**

#### Database and Administration:

- Enter information from new donations and donors into the database
- Process and send thank you letters in a timely manner
- Maintain accurate records of donations and donors
- Create reports and analyze data about current and prospective donors
- Assist the Institutional Giving Manager with inputting and processing grant information

#### Special Events and Fundraisers:

- Plan and execute lunch meetings and smaller receptions
- Assist in planning for Hochstein's annual fundraising gala
- Participate in development-related events

#### Stewardship and Cultivation:

- Perform research to identify prospective donors
- Gather prospective donor background information
- Support efforts to build relationships with donors
- Track cultivation efforts and coordinate with development staff to ensure completion
- Assist with a wide variety of appeals and other correspondence
- Other duties as assigned

### **Qualifications:**

- Passion for Hochstein's mission and vision
- Experience with fundraising software (Bloomerang a plus) and basic accounting principles
- Proficiency with Microsoft Office, Google Workspace, with emphasis on Excel and Sheets
- System-focused mindset, attention to detail, and commitment to data accuracy
- Ability to manage multiple projects with competing priorities
- Skills in problem solving, event planning, relationship building, and data organization
- Bachelor's degree required

This nonexempt position is available immediately and will remain open until filled. Salary Range: \$41,000 - \$43,000. Work is primarily in person during regular office hours, Monday – Friday, 35 hours weekly, with flexibility as necessary to meet the organization's needs. Position includes a range of benefits, including health coverage. Also eligible for 20% staff discount on lessons and classes at Hochstein.

**Please email letter of interest, resume, and contact information for three references to Gwen Green, Director of Development, at [gwen.green@hochstein.org](mailto:gwen.green@hochstein.org)**

*Hochstein is a vibrant organization in Rochester, NY, offering instruction in music, dance, and expressive arts (music, art, and dance therapy). Hochstein annually serves more than 3,500 students from a 12-county region surrounding Rochester. The School is active throughout the community and provides tuition assistance to more than 50% of its students. The acclaimed Hochstein Performance Hall, located within the school's historic downtown building, hosts frequent concerts and events.*

*The Hochstein School is an Equal Opportunity Employer. It is our policy to afford equal opportunities to all persons employed by or seeking employment with the School. The School prohibits unlawful discrimination on the basis of an employee's or applicant's race, color, religion, creed, sex, sexual orientation, gender identity and expression, national origin, citizenship, age, disability, marital status, military or veteran status, arrest or conviction record, status as a victim of domestic violence, predisposing genetic characteristics, familial status, the employee's or the employee's dependent's reproductive health decision-making, and any other status protected by federal, state, or local laws. Please visit these links for information regarding employee rights under the [Family Medical Leave Act](#) and [Employee Polygraph Protection Act](#).*

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