

# ANNUAL FUND COORDINATOR

Job Description – May 2023

Status: Exempt

## PRIMARY FUNCTION

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The Annual Fund Coordinator assists with individual giving and special events through maintenance of donor relationships, benefit fulfillment, gift processing, prospect research, and help planning individual giving campaigns.

## RELATIONSHIPS

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Responsible to the Sr. Director of Development, Executive Director, and Board of Directors.

Utilize the Tessitura database to fulfill memberships/benefits and design and execute cultivation/stewardship events. The position also works closely with all positions in the marketing department to design and write collateral and social media posts related to fundraising.

## JOB SUMMARY

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The Annual Fund Coordinator assists in the planning, coordinating, and administration of annual fund programs, including individual memberships, direct mail and email campaigns, matching gifts/payroll deductions, and corporate affinity giving.

## RESPONSIBILITIES & DUTIES

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- Participate in the development and implementation of strategic plan with objectives, timeline, and analysis for acquisition/renewal, cultivation, solicitation, and stewardship of all annual fund campaigns.
- Draft content and send monthly e-newsletter to all donors.
- Provide VIP customer service to all annual fund donors.
- Cultivate and steward “Company Member” donors giving \$100 – \$500 with scripted phone calls, greeting cards, and other personal interactions and track in Tessitura.
- Coordinate all direct mail and email solicitations. Serve as point person with mail houses and printers for all development mailings. Create eblasts in WordFly using provided copy.
- Complete coding form for all gifts to annual fund within 24 hours and distribute to Staff Accountant.
- Serve as Tessitura backup for contribution data entry, if needed.
- Coordinate mailing of all acknowledgment letters for gifts to annual fund using provided template. Ensure letters are mailed within 72 hours.
- Assist in ensuring benefit fulfillment of all annual fund donors, including tickets and access.
- Ensure appropriate recognition of annual fund donors in donor lists.
- Work with Social Media Manager to ensure consistent fundraising presence in social media.
- Assist in the coordination of organization’s participation in North Texas Giving Day.
- Provide administrative support for annual fund, including folding, stuffing, filing, scheduling, packaging, and mailing.

- Participate in and help execute fundraising events to ensure cultivation and stewardship of annual fund donors.
- Continue professional development through industry research and professional memberships.
- Represent Dallas Black Dance Theatre at community events and performances as required.
- Support the policies and goals set by Dallas Black Dance Theatre's Board of Directors.
- Other duties as assigned.

## **QUALIFICATIONS**

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- Excellent oral, grammatical, and written communication skills, especially in persuasion.
- Strong organizational skills and proven ability to manage multiple projects concurrently.
- Ability to be flexible in working independently and collaboratively on projects.
- Ability to work effectively in a small, fast-paced, and complex organization.
- Ability to work occasional nights and weekends for performances and donor events.
- Bachelor's degree required.
- Minimum of 1 year fundraising experience, annual fund or donor relations experience required.
- Proficiency with Microsoft Office Suite required; expertise of email platforms preferred.
- Experience with sophisticated donor database required; Tessitura experience or related CRM preferred.
- Knowledge of arts fundraising preferred.

Salary based on experience  
Range: \$45,000 to \$55,000

Dallas Black Dance Theatre's benefits include employer-provided health, dental and vision insurance, life insurance, and a retirement plan.

To apply for this position, email your cover letter, resume and salary requirement to [jobs@dbdt.com](mailto:jobs@dbdt.com). No phone calls, please.