

# ZEITERION PERFORMING ARTS CENTER

**Job Title:** Development Coordinator  
**Department:** Development  
**Reports to:** Senior Director of Development  
**Job Type:** Part Time  
**Salary Range or Pay Rate:** \$18-20 per hour; 24 hours per week

## ABOUT THE Z

The Zeiterion Performing Arts Center (The “Z”) is a non-profit whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel valued in our employ, in our seats and on our stage.

## ABOUT THE POSITION

The Zeiterion’s Development Coordinator helps to advance the mission of the organization by providing excellent and energetic fundraising support to the Development team. This part-time staff person reports to the Senior Director of Development and supports the Development Manager.

### Responsibilities:

Update member and donor records in the database, and all other associated filing and record keeping, data entry, and pulling reports/queries

Process incoming gifts and ensure that gifts are accurately recorded and acknowledged

Executes acknowledgement letters and coordinates thank you calls/notes for Development team and Executive Director making sure that all are executed in a timely fashion.

Help lead the coordination of the mailing process for all direct mail appeal and event materials, as well as any follow-up correspondence to attendees.

Track pledges and recurring gifts to ensure on-time payment

Analyze donor giving patterns to increase donor retention, upgrading, and conversion rates

Assist with donor stewardship including newsletters and other communications via phone and email

Following development strategy, coordinate social media strategy for appeals and donor communications with marketing team

Assist with preparation of the annual report and donor listings

Coordinate logistics for fundraising events, such as donor cultivation events and annual fundraisers

Other duties as assigned by the Senior Director of Development.

**Qualifications:**

1-2 years of non-profit experience, preferably in development/fundraising and/or communications.

Passion for the performing arts and the mission of The Z.

Energetic self-starter, able to work independently and as part of a team.

Excellent written and verbal communications skills, with specific experience in customer service.

Proficiency with Microsoft Word and Excel, knowledge of and experience with web and social media, and familiarity with CRM software, especially Sales Force, are highly desirable.

Ability to work evening and weekend hours when necessary.