



Development Coordinator - Stewardship & Events

Charlotte Symphony Orchestra is searching for an experienced development professional who loves music and supports the CSO's vision that all children deserve access to quality music education.

About the Charlotte Symphony

Led by internationally renowned Music Director Christopher Warren-Green, the Charlotte Symphony is the largest performing arts organization in the region. Core programming runs from September through May and includes Classical, Pops, and Family series, alongside annual holiday favorites *Magic of Christmas* and *Handel's Messiah*. We also serve as the soundtrack to our community's ballet and opera productions.

As part of our commitment to serve the entire region, the CSO performs everywhere from parks and schools to breweries, and senior care centers. We passionately believe that music, accessible to all and experienced in many forms, unifies and enriches our entire community, as evidenced by CSO programs like Project Harmony, Link Up and Healing Hands.

The position

Reporting to the VP of Development, the Development Coordinator serves as the primary project manager of the CSO's donor and fundraising events and is a key contributor to donor stewardship and cultivation efforts.

As a key member of the development team, s/he is responsible for contributing to the overall success of the department and achievement of annual financial goals. S/he works independently and as a member of the Symphony's Development team, and coordinates his/her activities with those of other departments, as needed. Concert and event attendance on nights and weekends is required.

Candidate profile

The successful candidate will have two to three years of relevant experience in non-profit fundraising. Demonstrated success in project and/or event management a plus. S/he will have exceptional organizational skills; the ability to build relationships with stakeholders; and will be able to handle confidential information with discretion. S/He will be adaptable to various competing demands and able demonstrate the highest level of patron service and response.

A college degree is required. Advanced skills in Microsoft Office (Outlook, Word, Excel, and Power Point), and Social Media web platforms highly desirable. Excellent writing and communication skills required.

Compensation

Salary range \$38-43,000, depending on experience.

Interested candidates should forward a resume to [MHamilton@charlottesville.org](mailto:MHamilton@charlottesymphony.org) with Development Coordinator in the subject line, along with a short cover note telling us why you want to work for the CSO. Applications accepted via email only, no phone calls please.