

---

## **Job Posting (detail): Marketing & Development Coordinator**

**Location:** Eugene-Springfield Youth Orchestras, Eugene, OR

**Position Type:** Part-Time (24 hrs per week)

**Work Schedule:** 6 hrs per day, 4 days per week (likely M/Tu/Thu/F) between 9 am and 5 pm.

**Compensation:** \$18-\$19 per hour, depending on experience

**Benefits:** Health Insurance Stipend, Paid Time Off, Paid Holidays

---

### **About Us:**

The Eugene-Springfield Youth Orchestras is committed to fostering artistic expression and creativity within our community through the power of music. As we grow and develop, we are looking for a dedicated and proactive **Marketing & Development Coordinator** to help manage and enhance our marketing and fundraising initiatives.

---

### **Job Summary:**

The **Marketing & Development Coordinator** will work closely with the Executive Director (ED), Board of Directors, fellow administrative and artistic staff, and key stakeholders to develop and execute fundraising activities, marketing strategies, and communications that support the organization's mission and long-term goals. This dynamic position offers a great opportunity for someone passionate about the arts, fundraising, and community engagement.

---

### **Key Responsibilities:**

#### **Fundraising & Development:**

- Collaborate with the Executive Director (ED) to create and implement an annual fundraising plan.
- Build and maintain relationships with major donors, organizing in-person meetings and communication to foster long-term support.
- Lead and coordinate all annual, sponsorship, endowment, and planned giving programs.
- Oversee special events, including planning, execution, and post-event communication.
- Develop and manage the communication strategy for fundraising initiatives, including newsletters, social media, and website updates.
- Work closely with the Board and committees to ensure effective fundraising activities and meetings.
- Support donor recognition efforts and increase donor involvement in fundraising efforts.

**Marketing & Communications:**

- Coordinate marketing efforts for all ESYO orchestras and classes, including promotional materials (concert programs, posters, flyers, brochures).
- Work with the Program Assistant to maintain a consistent and engaging social media presence, updating content and scheduling posts.
- Assist in the creation and publication of the periodic e-newsletter and other communications as needed.
- Contribute to the development and execution of communication strategies that raise awareness of ESYO programs and priorities.

**Administrative & Coordination:**

- Maintain accurate constituent database and financial records regarding marketing and fundraising/development initiatives in collaboration with the Office Manager and ED.
  - Attend staff and board committee meetings and provide updates as needed.
  - Consistently coordinate with the ED on all marketing and development activities to ensure alignment with organizational goals.
- 

**Qualifications:**

- Proven experience in marketing, fundraising, or development, preferably in the nonprofit sector.
  - Strong written and verbal communication skills.
  - Ability to work independently and as part of a team.
  - Proficient in social media management and website updates.
  - Experience with graphic design tools, donor databases and fundraising tools a plus.
  - A passion for the arts and community engagement is essential.
- 

**Work Hours:**

- 24 hours per week, with periodic additional hours, up to 6/week, with ED approval
  - Additional hours expected for staffing evening events (10-15 per season).
-

### Compensation & Benefits:

- **Hourly Rate:** \$18-\$19 per hour, depending on experience
  - **Health Insurance Stipend:** \$2,400 annually, or \$200 per month, for obtaining individual health insurance or covering health costs.
  - **Paid Time Off (PTO):** 3 weeks (72 hours) of paid leave annually, with the ability to carry over unused hours (up to 72 hours).
  - **Paid Holidays:** Paid time off for company holidays, including New Year's Day, Memorial Day, Thanksgiving, and more.
- 

### How to Apply:

Interested candidates are invited to submit their resume and cover letter detailing their relevant experience to [cynthia@esyorchestras.org](mailto:cynthia@esyorchestras.org). We look forward to hearing from you!

---

Eugene-Springfield Youth Orchestras is an equal-opportunity employer. We encourage applicants from all backgrounds to apply.