

**Development Coordinator (Part-Time)**  
**20 hrs/week | \$19/hr, or based on experience**

Eugene-Springfield Youth Orchestras (ESYO) is seeking a collaborative, people-focused and highly organized **Development Coordinator** to implement fundraising, donor relations, and more general friend-raising efforts. This pivotal role includes creating communications, coordinating events, managing appeals, and supporting our mission to expand music education and engagement in our community.

**Key responsibilities** include:

- Executing annual fundraising plans and activities
- Coordinating events and building relationships with donors, parents and community partners
- Creating marketing content (e-newsletters, social media, print materials)
- Supporting ESYO program development and outreach

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

**Benefits:** Health stipend, paid PTO, voluntary 401k plan

Interested candidates are invited to submit a resume and cover letter outlining their relevant experience. Application materials can be sent to [cynthia@esyorchestras.org](mailto:cynthia@esyorchestras.org).

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**Job Posting (detail): Development Coordinator**

Location: Eugene-Springfield Youth Orchestras, Eugene, OR

Job Type: Part-time, 20 hours per week (with potential for additional hours for events, etc.)

Start Date: open until filled

Compensation: \$19.00 per hour, or based on experience

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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 Development Coordinator to help manage and enhance our fundraising activities and outreach initiatives.

Position Overview:

The Development Coordinator will work closely with the Executive Director (ED), Board of Directors, and key stakeholders to develop and execute fundraising activities 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 implement annual fundraising plan.
  - Administer annual, sponsorship, endowment, and planned giving programs.
  - Execute donor stewardship and recognition efforts. Foster an increase in parent and donor involvement in fundraising efforts.
  - Build and maintain relationships with ESYO's current major donors and alumni, organizing in-person meetings and communication to foster long-term support.
  - 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 ESYO Board committees to ensure effective integration of board members into fundraising and outreach activities.
- Marketing & Communications:
  - Assist in the creation of the periodic e-newsletter and other communication materials 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 fundraising/development initiatives in collaboration with the ED and other ESYO staff.
  - Attend staff and board committee meetings and provide updates as needed.
  - Consistently coordinate with the ED on all development activities to ensure alignment with organizational goals.

#### Qualifications:

- A passion for the arts, and music education is essential.
- Proven experience in fundraising and community engagement, preferably in the nonprofit sector.
- Strong written and verbal communication skills.

- Ability to work independently and as part of a team.
- Experience with donor databases, and fundraising and graphic design tools, a plus.

Work Hours:

- 20 hours per week.
- Additional hours expected for staffing evening concerts (10-15 per season).
- Extra hours (up to 30 per week) require approval from the Executive Director.

Compensation and Benefits:

- Hourly rate: \$19.00 per hour, or based on experience
- Voluntary 401k plan access
- Health insurance stipend of \$2,400 annually (or \$200 per month).
- Paid time off (PTO): 3 weeks (72 hours) of paid leave annually.
- 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 a resume and cover letter outlining their relevant experience and why they are drawn to the role. Application materials can be sent to [cynthia@esyorchestras.org](mailto:cynthia@esyorchestras.org). We look forward to hearing from you!

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