



Organization:	Louisville Orchestra
Job Title:	Development and Projects Research Assistant
Reports to:	Assistant Director of Development
FLSA:	Full-time, Exempt

### **BACKGROUND TO THE LO**

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence, with an annual operating budget of \$13M, 58 full-time musicians, and a 34-week performance season changing the idea of what a 21st-century orchestra can be and do. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra is well on its way toward achieving its goal of being “the most interesting orchestra on the planet.”

**Job Summary:** The Louisville Orchestra seeks an experienced, self-driven, and results-oriented Development and Projects Research Assistant for their Development team. Under the direction of the Assistant Director of Development, the successful Development and Projects Research Assistant will support the Development team and be responsible for database entry, donor stewardship, research, data analysis, and project coordination to contribute to the organization’s fundraising efforts and the successful execution of various projects and initiatives. Candidates must manage multiple priorities and act with a high degree of professionalism, personal integrity, creativity, and cooperation with internal and external constituents.

### **Principal Duties and Responsibilities**

- Provide general administrative support to the development team.
- Responsible for database entry in Tessitura for all donor functions at \$5,000 and above.
- Monitor donor accounts for accuracy; build and extract lists as needed or requested by the Development Departments
- Set up all Tessitura campaigns for fundraising efforts at \$5,000 and above.
- Process donor and sponsor gift acknowledgment letters, including honorary and memorial gifts, for contributions of \$5,000 and above within five business days of receipt.
- Reconcile all donor batches with Finance daily and monthly for contributions of \$5,000 and above.
- Manage, track, and submit departmental invoices to Finance.
- Provide the Marketing Department with the monthly donor list for digital concert programs.
- Analyze and interpret data related to fundraising efforts and donor engagement.
- Create comprehensive reports and profiles to assist the development team in making informed decisions.
- Provide excellent customer service, addressing any donor question, need, complaint, or concern.
- Conduct in-depth research on potential donors, sponsors, and grants to seek new opportunities.

- Assist in planning and coordinating special development-related projects, including concerts, events, and outreach initiatives.
- Attend donor events and concerts as needed for donor stewardship and development team support.
- Collaborate with all departments to ensure project timelines and goals are met.
- Maintain and manage project documentation for development initiatives.

**Required Qualifications, Skills, and Knowledge:**

- Passion for the mission of the Louisville Orchestra with a solid commitment to its core values.
- One year of experience at a nonprofit organization preferred.
- Familiarity with Tessitura or similar donor software; willingness to learn new software tools as needed.
- Strong interpersonal and relationship-building skills and a proven ability to create and foster excellent relationships internally within a team/institution and externally between stakeholders and an institution.
- Ability to communicate effectively and respectfully in person, on the phone, and via email/text with donors, board members, volunteers, and colleagues.
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and collaborate with diverse stakeholders.
- High degree of integrity, initiative, and resourcefulness.
- Proficiency with office technology.

**Working Conditions**

- Pleasant, collegial office environment.
- Time split between individual and collaborative work.
- Some travel to off-site program locations and night and/or weekends required.

**Compensation and Benefits**

The Louisville Orchestra offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions. Benefits include medical insurance, life insurance, vacation and sick time, parking stipend, 403b plan, and diverse voluntary benefits.

**Education:**

Bachelor's Degree in arts or nonprofit administration, fine arts performance, business, or related field required.

**To Apply:**

Please send a cover letter including salary requirements along with your resume to:

Nathaniel Koch, Chief of Staff  
nkoch@louisvilleorchestra.org

*Please, no phone calls.*