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**POSITION ANNOUNCEMENT: Development and Finance Coordinator**

**Date:** August 25, 2022  
**Position Title:** Development and Finance Coordinator  
**Reports to:** Vice President of Finance and Vice President of Development  
**Staff Status:** Full-time, Non-Exempt  
**Salary:** Range of \$18 - \$22/hr., plus benefits

**JOB SUMMARY:**

Celebrating its 88<sup>th</sup> season, the Long Beach Symphony is a professional orchestra comprised of 72 tenured members with an annual budget of approximately \$3.5 million. The Symphony presents five Classical concerts at the Long Beach Terrace Theater and five Pops concerts at the Long Beach Arena as well as a variety of educational programs throughout the community.

The Development and Finance Coordinator plays a critical role in providing departmental support for all finance and development activities of the Long Beach Symphony Association (LBSA).

The scope of the position is two-fold with responsibilities including but not limited to providing support to the Finance and Development departments, creating donor acknowledgement letters, maintaining data management on the Raiser's Edge platform, entering vendor invoices, maintaining vendor records, and other accounting support tasks as needed. The Assistant attends events and concerts as assigned to assist with donor cultivation and benefits, sponsor recognition activities, and related assignments.

**EDUCATION/PROFESSIONAL EXPERIENCE:**

A successful candidate will have friendly and thorough customer relations experience, excellent written and oral communication skills, and computer data entry experience. Candidates from diverse backgrounds are encouraged.

**QUALIFICATIONS:**

The Development and Finance Coordinator should be detail-oriented, have strong organizational and customer service skills and be comfortable interacting with the entire audience base of the LBSA, including donors, board members and season subscribers. Experience with Raiser's Edge software and an interest in classical music is a plus. Qualified candidates should have experience in the following:

- Microsoft Office software (Word, Excel)
- Customer and phone support for live performance organizations
- Adobe Creative Suite (Photoshop and InDesign required. Premiere Pro a plus)
- Facebook, Instagram and Twitter

**OTHER:** Proof of full vaccination against COVID-19 is required.

**BENEFITS:** Long Beach Symphony offers a complete health benefits package as well as paid time off, holidays and retirement contributions.

**HOW TO APPLY:** Submit cover letter/e-mail, resume and two letters of recommendation (academic and/or professional) to VP of Development, Christina Hall, [chall@longbeachsymphony.org](mailto:chall@longbeachsymphony.org)

If selected, you will be contacted to schedule an interview.

*Long Beach Symphony Association is an equal opportunity employer.*