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| POSITION TITLE: AYSP Outreach Coordinator | FLSA STATUS: Non-Exempt |
| REPORTS TO: Executive Director | LOCATION: AYSP Facility/Various Venues |

I. POSITION SUMMARY

The AYSP Outreach Coordinator position is a part-time (15 hours/week, with additional pay for additional hours during anticipated peak times), non-exempt, salaried position that works closely with and reports to the Executive Director. The position is principally responsible for planning and executing AYSP's various annual fundraising campaigns, including (without limitation) the fall luminaria sale, the spring "Experience New Mexico!" raffle ticket sale, the Virtual Playathon, the Giving Tuesday campaign, and/or the annual fund campaign (some of these campaigns may not happen every year). The position is also instrumental in planning and executing various marketing activities, as well as donor and alumni events throughout the year. The AYSP Outreach Coordinator will work directly with current students and their families on fundraising efforts, but will also be an excellent ambassador for AYSP in the community and among AYSP alumni, patrons, and current and potential corporate sponsors of AYSP programs and events.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. In order to ensure maximum flexibility and efficiency, employee may be assigned additional duties as are deemed necessary or desirable by the Albuquerque Youth Symphony Program.

Fundraising

- Handle all planning and organization of fundraising campaigns, order supplies, receive and process supplies, etc.
- Find and coordinate fundraiser volunteers
- Work with print broker to develop fundraising campaign contents and design ideas for bigger impact
- Pull, cull, and coordinate with print broker all fundraiser mailing lists
- Track family fundraising expectation performance (\$100 per family)

Donor Development

- Assist Executive Director with donor development and outreach
- Identify, solicit, and develop corporate sponsorships
- Find program ad sponsors for concert programs each semester
- Assist Executive Director with coordinating and executing donor events
- Find and coordinate volunteers needed for donor events, if necessary

Marketing

- Assist Executive Director with social media presence and outreach
- Assist Executive Director and outside advertising firm to develop marketing campaigns for fundraisers, auditions, concerts, etc.
- Solicit, organize, and submit concert program ads and student Shout-Outs to print broker each semester

Alumni development

- Assist Executive Director with alumni relations and developing alumni events
- Assist with maintenance and updating of alumni records and database
- Assist Executive Director and Assistant Director with planning and coordination of alumni reunions (every 5 years)

Concerts

- Receive concert programs from print broker and deliver them to concert venues
- Coordinate concert ticketing for all venues, including recruiting ticket sales and door check volunteers
- Coordinate post-concert receptions (following Youth Symphony concerts) and volunteers for receptions
- Participate in raffle drawing after Youth Symphony concert in the spring
- Additional concert assistance as-needed

III. AUTHORITY AND ACCOUNTABILITY

General: Position has average responsibility and authority to make decisions.

Budgetary/Financial & Equipment/Asset Accountability: Position has average accountability for budgetary or financial decisions.

Supervisory Authority and Accountability: Position has limited responsibility for supervision of Volunteers

Confidential and Sensitive Information: Because the employee may have access to personal data regarding students, volunteers, and/or sensitive company data, an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee. Violation of this confidence may result in disciplinary action, including termination of employment.

IV. POSITION SPECIFICATIONS:

Fair Labor Standards Act Provisions: This position is non-exempt under the requirements of the Fair Labor Standards Act concerning overtime compensation. As such, the position is eligible for overtime pay when hours worked in a given week exceeds 40 hours. However, the employee cannot exceed 40 hours in any given week prior express authorization by the Assistant Director or Executive Director, and it is not anticipated that the position would be required to work in excess of 40 hours in any given week.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: Negotiable. Prior work experience with non-profit fundraising, marketing, social media, and/or donor relations preferred but not required.

Hours Requirements: Position is 15 hours per week, with additional hours (and extra pay) for anticipated busy times. Required to attend weekly staff meetings, fundraising activities, and concerts. Hours otherwise flexible.

Required Knowledge, Skills and Abilities:

- Strong interpersonal skills - ability to recruit and maintain volunteers, develop and grow relationships with prospective and current donors, communicate effectively with students, parents, and members of the artistic and administrative staff
- Strong organizational skills – ability to plan fundraising events months in advance and think through all

details and anticipate issues/challenges

- Ability to respond to shifting priorities in dynamic and changing work environment
- Demonstrated leadership, teamwork orientation, and ability to motivate wide range of people.
- Able to work independently and as part of a small, collaborative team and with all levels of staff and volunteers.
- Moderately strong proficiency in Microsoft Office Suite products (*e.g.*, Word, Excel) and comfortable learning basic website programs (*e.g.*, CognitoForms, DonorDock).
- Commitment to and ability to educate others on the organization's mission, operations, and volunteer program needs.

V. PHYSICAL & MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand: Light physical demand is required to perform the work.

Mental Demand: High level of mental demand is required; thought process is characterized by its complexity as well as its frequency.

Environment/Working Conditions: Little to no hazardous conditions exist in the work environment.