

DEVELOPMENT COORDINATOR

Position type: Full Time

Pay range: \$42,500 - \$47,500

Location: Hybrid



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS East Theater, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The Development Coordinator serves as operational administrator for all Development Department systems and projects, increasing the effectiveness and efficiency of the department. The Coordinator will work closely with the Director of Development, Membership Manager, and Individual Giving Manager in stakeholder engagement and strategic efforts to meet PFS's annual fundraising goals. Serving a fundamental role in the Development Department, the Development Coordinator will nurture sustained connections between our donor and member community and PFS's programs, venues, and events. The successful candidate must have a combination of strong project management, data analysis, and people skills and must be eager to learn in a supportive team environment. The Development Coordinator must follow best practices in fundraising and be committed to donor confidentiality and discretion.

PRIMARY DUTIES AND RESPONSIBILITIES

Donor Engagement

- Collaborates with and supports the Development team on portfolio moves management and donor engagement strategies
- Actively seeks opportunities to personally connect with current and prospective donors with a focus on increasing engagement, donations, and membership
- Manages a portfolio of donors and prospects under \$1,000, including patrons who add donations to their ticket purchases
- Serves as concierge for PFS's donor community and Board of Directors, arranging tickets for films and other events
- Collaborates with Marketing, Education, and Programming staff on donor engagement opportunities

Development Department Support

- Provide administrative support to the Development staff, Board of Directors, Advisory Committee, and campaign committees
- Coordinates weekly team meeting agendas, meeting notices, and monitors progress of Development projects, ensuring timelines are met
- Oversees annual giving timeline, lists, mailings, and collateral materials
- Facilitates cross-departmental collaboration with Marketing in design and copywriting of various external communications
- Assists Institutional Giving Manager with grant applications and reporting
- Assists Membership Manager with member communications, including direct mail support
- Manage details and updates in donor and prospect pipelines in collaboration with the development team

Data Management

- Manage Development department's use of Salesforce, entering gifts and pledges, and actively working towards improvement of processes and workflows
- Identifies potential new fundraising prospects, through internal database mining, daily reports, and external research
- Prepares brief, actionable prospect research summaries on existing donors and prospects
- Prepares brief biographical summaries of top donors and prospects

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- Monitors and replies to communications sent to the general Development email and phone line
- Provide training to new staff and volunteers to ensure the consistent and successful execution of fundraising activities
- Manages the department's use of campaigns, dashboards, and reports for tracking and analysis
- Administers all donor acknowledgements, pledge reminders, and thank you notes
- Creates, manages, and reconciles various donation campaigns and opportunities in external platforms
- Generates and manages all donor and member lists
- Oversees and coordinates donor recognition administration

Event Support

- Manages guest lists and invitations, and assists with execution of special events
- Collaborates with Marketing staff on event communications, donor invitations, solicitations, and other development communications
- Serves as main contact for donors, providing concierge service prior to and during events
- Manages VIP experience elements and sponsor benefit fulfillment
- Other duties as assigned

SKILLS

- Ability to be a collaborative team player, committed to the success of the department and the organization
- Ability to handle confidential records with confidentiality and discretion
- Flexibility on nights and weekends required for events
- Excellent verbal and written communication skills
- Experience with direct mail
- Excellent skills in organization, prioritizing tasks, and attention to detail
- Proven successful project management and relationship-building skills
- Basic understanding of budgetary principles and best practices in fundraising
- Proficient in Google Workspace and Microsoft Office
- Experience with Salesforce or other CRM platforms

QUALIFICATIONS

- Minimum of Associates degree or equivalent work experience required
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making
- Experience having worked with a high-performance, collaborative, constructive peer group
- Personal qualities of integrity, credibility, and a commitment to and passion for PFS's mission
- Experience and familiarity with Philadelphia and the cultural community a plus
- Fully vaccinated and boosted against COVID-19 by hire date

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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