



the
ORPHEUM HALLORAN CENTRE
Experiencing the Arts

Title: Development Coordinator
Department: Development
Reports to: Vice President of Development
Supervises: None
FLSA Status: Full Time, Exempt
Minimum Salary: \$44,000

At the Orpheum Theatre Group, you will find amazing talent on our stages and throughout our dedicated staff. We are committed to serving the Mid-South through our nonprofit mission, which includes our numerous education and community engagement programs and our commitment to equity and diversity. Our Orpheum Theatre Group team is dynamic, creative, innovative, and community-minded, and we are ready to welcome you!

Reporting to the VP of Development, this position will help contribute to the organization's strategic fundraising plan. As an integral member of a well-functioning and aligned team, you will work collaboratively with colleagues within the organization to achieve fundraising goals. This is not an independent contributor role; instead, it requires a team-oriented approach to develop and implement effective fundraising strategies.

If you are looking to begin or grow your career in nonprofit fundraising, this role is for you! The right candidate is an accountable, personable, and outcome-oriented individual who employs interaction as their primary tool, along with exceptional written, verbal, and presentation skills. A key contribution of the coordinator will be to help support the execution of fundraising events and other stewardship goals of the department. The coordinator will help to ensure revenue goals are met for various fundraising responsibilities. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

How You Will Contribute

- Assist and manage as needed the Orpheum's various fundraisers and initiatives
- Collaborate with team members to strengthen fundraising campaigns and special events
- Research new prospects and opportunities to expand the donor base and increase contributions
- Contribute to systems that manage and maintain donor interactions and outcomes, ensuring accurate and detailed records are kept
- Stay informed about industry trends and best practices in fundraising
- Be an active and visible member of development team at OTG fundraising events like Orpheum Soiree, Dinner on Stage, Golf for Education, and at the donor lounge at Broadway shows
Attendance at evening and weekend functions is expected when scheduled
- Understand the mission, history, programs, and financial needs of OTG

Department and Organization Participation

- Contribute to department and organizational goals as well as individual goals
- Assist as needed on all department duties as assigned
- Contribute to the organization's mission, vision, values, and commitment to equity
- Attend community events as a representative of the Orpheum Theatre Group

How You Stand Out

Preferred Experience

- Nonprofit experience, preferably in the arts and culture sector
- Experience planning, implementing, and executing fundraising events a plus
- Experience in customer service, sales or event management a plus

Preferred Skills

- Outstanding written and verbal communication skills
- Great administrative, organizational, planning, and interpersonal skills
- Highly organized with good attention to detail and follow through
- Comfortable working with deadlines and in a high-pressure environment
- Strong ability to listen and understand the intentions of prospects, sponsors, and donors
- Knowledge of MS-Office
- Positivity, flexibility, and adaptability/Comfortable working in a fast-paced environment
- Comfortable working with a highly collaborative team
- Willing and available to work flexible hours, including nights and weekends, as required

How We Stand Out

Benefits and Perks

- 401(k) and 401(k) matching
- Health, dental, vision, and life insurance
- Paid time off
- Paid holidays
- Parental leave
- Parking provided
- Tuition reimbursement opportunities
- A diverse team of colleagues
- Volunteer and committee opportunities
- Tickets to select Orpheum and Halloran Centre events as available
- Campus located in the heart of downtown Memphis with a historic theatre and modern performing arts and education center

Our Mission

The mission of the Orpheum Theatre Group is to enhance the communities we serve by utilizing the performing arts to entertain, educate and enlighten while preserving the historic Orpheum Theatre and the Halloran Centre for Performing Arts & Education.

Our Vision

The Orpheum Theatre Group will strive to be a world-class performing arts organization, serving as a cultural beacon and catalyst for positive change.

Our Values

- **Innovative:** The Orpheum Theatre Group takes risk and invests in new ideas.
- **Inclusive:** The Orpheum Theatre Group is welcoming and accepting to all.
- **Inspirational:** The Orpheum Theatre Group motivates positive change through the performing arts.
- **Integrity:** The Orpheum Theatre Group acts ethically and considers all viewpoints.
- **Impactful:** The Orpheum Theatre Group provides meaningful opportunity.
- **Transformative:** The Orpheum Theatre Group changes lives, Memphis, and the world.

Our Commitment to Equity, Diversity, and Inclusion

We are dedicated to equity, inclusion, and respect. We commit ourselves to listening to and elevating voices that have been systemically silenced.

The Orpheum Theatre Group is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.

Interested applicants should email resume to hr@orpheum-memphis.com