### Founded in 1912, The Cleveland Music School Settlement (dba The Music Settlement) provides music and arts programming to students of all ages and backgrounds in a way that promotes creativity, self-confidence and artistic expression. **Our Mission: To welcome all to our music and arts community to learn, create, inspire and heal. Our Vision: To unlock the potential in everyone.**

**Title**: Donor Relations Administrator

**Classification:** Full Time, Exempt

**Primary Purpose:**

The Donor Relations Administrator is responsible for supporting TMS in achieving its fundraising

goals with a focus on administration. Duties include donor communications, database

management, coordination of donor benefits, support services for internal and external

meetings, preparation of donor materials, special events management, expense processing,

and filing systems maintenance.

**Reports to:** Vice President - Advancement

**Essential duties and responsibilities:**

* Manages the Raisers Edge database by producing required donor reports and keeping complete, accurate and updated information
* Manages donor research and prospecting
* Produces and/or sends donor correspondence, including thank you letters, annual appeal mailings, pledge invoices, and cover letters
* Processes department mail, enters donations in database, and maintains all donor information
* Coordinates all donor benefits, including signage, name listings, and logo placement on publicity materials
* Provides support for meetings (Board, Committees, etc.): document preparation, taking minutes, etc.
* Prepares and maintains donor materials, including informational folders, brochures, and programming one-sheets
* Manages special events by collecting guest lists, communicating with attendees, helping to oversee the arrival and departure of guests, tracking event attendance, and overseeing volunteers as applicable
* Processes development department expenses, and works closely with the finance department on numerous activities
* Maintains electronic and hard copy filing systems, including donor profile sheets and copies of donor correspondence

**Secondary Responsibilities**

* Works as a team member with the rest of the staff at special events
* Attends meetings including weekly staff meetings and takes notes as necessary
* Maintains good work habits including promptness, adherence to TMS workplace policies, preparedness for meetings and events, and responsive follow-through on all donor, supervisor, and staff requests
* Maintains a positive attitude with donors and staff
* Other duties, as assigned

**Educational Requirements:**

A Bachelor’s Degree or equivalent work experience in a related field required. Five to seven years of work experience in development/fundraising, or marketing capacity with demonstrated results.

**Qualifications:**

* Experience managing the Raisers Edge database or a similar donor information tracking system
* Confidentiality
* Integrity
* Ability to work as a collaborative, effective team Consistent attention to detail and accuracy
* Ability to stay organized and meet deadlines
* Ability to work well in a fast-paced environment
* Must enjoy people and be comfortable working with people of diverse backgrounds
* Ability to work independently, take initiative, and prioritize
* Enthusiasm, dedication, and grace under pressure
* Ability to work some evenings and weekends
* Ability to work effectively and efficiently; to create/modify systems and processes
* Computer literacy, including Microsoft Word, Excel, and Outlook
* Background in (or knowledge of) music and the arts is preferred, but not required

***The Music Settlement is an equal opportunity employer and shall not discriminate on the basis of race, color, religion, national origin, gender, age, sex, sexual orientation, gender identity or expression, marital status, mental or physical disability, and genetic information or any other basis protected by applicable law.***