

POSITION SUMMARY



Title: Development Coordinator

Department: Development

Supervises others: No

Reports to: Development Director

Target Start Date: October 6, 2025

Position Type: Full-Time; Non-Exempt

Salary: \$50,000 - \$60,000

Benefits: Full-time benefits package

Location: 919 E. Jefferson St., Phoenix, AZ

More: Evenings and weekends are required 10-12 times a year

Rosie's House, one of the nation's largest providers of free music education, seeks a Development Coordinator to provide essential administrative and operational support for the organization's fundraising efforts. Since completing a successful \$7.1 million capital campaign and a move into its own 15,000 square foot building in downtown Phoenix, Rosie's House has both broadened and deepened its impact, supported by an annual contributed revenue budget that has nearly quintupled in the past decade, to \$2.5 million. Part of a small, high-performing Development team, the Development Coordinator manages the donor database, processes gifts, coordinates event logistics, supports donor communications, and interfaces regularly with donors. The Development Coordinator works closely with the Development Director, Development Manager, and colleagues across the organization to ensure efficient and effective fundraising operations that advance Rosie's House's mission of eliminating barriers to music education.

RESPONSIBILITIES INCLUDE:

(45%) Managing consistent and well-organized processes of record-keeping, gift entry, donor stewardship and acknowledgement, including:

- Managing Virtuous CRM for gift entry, pledge fulfillment, event attendance, prospect research, and general data integrity
- Processing all donations and generating gift acknowledgments in a timely and accurate manner
- Collaborating with Operations Team and Accountant on grants and pledges, ensuring all grant information is properly recorded
- Uploading and managing key grant and gift documentation
- Serving as organizational representative in receiving visitors, touring prospective and current supporters, answering donor calls, and managing the giving@rosieshouse.org inbox
- Supporting general development operations
- Developing, refining, and documenting key development operation systems, workflows, and standard operating procedures
- Assisting Development Director and CEO with portfolio management, including relationship management tools in Virtuous CRM, assisting with donor meeting logistics and scheduling, and prepping donor briefings

(40%) Coordinating engaging and impactful donor events that strengthen relationships and advance fundraising goals, including:

- Managing all event logistics, including vendor relations, budgeting, and guest list tracking for all donor stewardship and fundraising events
- Developing new structures and processes to standardize event quality and maximize their impact
- Playing an active role in ensuring a high-quality donor / guest experience for 3-5 signature programs annually
- Serving as point person for 3rd party events
- Supporting all aspects of the Ovation Gala, with a particular focus on event logistics, administrative support, donor recognition, auction management, and reconciliation
- Attending Gala Committee meetings; leading preparation and follow-up efforts for each meeting

- Coordinating management of event communications and inbox with Marketing

(15%) Implementing strategic donor communications that build engagement and support cultivation efforts, including:

- Managing donor communications via Virtuous emails
- Managing donor mailing lists and reports, including Annual Report and Donor Honor Roll
- Implementing donor stewardship activities
- Assisting with annual giving communications
- Collaborating with Development Director and Marketing & Communications Manager to execute annual Strategic Communications & Marketing Plan, particularly on projects related to events

ESSENTIAL QUALITIES

The ideal candidate will:

- Approach work with enthusiasm, inclusivity, and empathy
- Demonstrate excellent communication and customer service skills with diverse constituents
- Have exceptional organizational abilities
- Hold themselves accountable to high standards of quality and integrity
- Have familiarity with fundraising best practices
- Be curious and a self-starter
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PREFERRED EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Experience working in nonprofits

BENEFITS

Time Off: Rosie's House offers generous vacation benefits starting with 14 days of paid vacation per year, with increases every three years for up to 21 days paid vacation. Rosie's House also recognizes 9 Holidays that can be flexed according to an employee's personal or religious beliefs.

Health Care, Short/Long-Term Disability and Life Insurance: Rosie's House offers 100% employer paid medical, dental and vision premiums for full-time staff members on our base plan. Rosie's House also carries short- and long-term disability insurance and offers a life insurance policy to full-time employees.

Parental Leave: Rosie's House maintains a generous paid leave policy for new parents after the first twelve months of employment.

Retirement: Rosie's House offers a 401k plan option with matching funds available.

HOW TO APPLY

Please submit your cover letter and resume to employment@rosieshouse.org using Development Coordinator and your name in the subject.

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process, and Criminal Background Check for all staff before employment begins.

Conditions: This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

Rosie's House believes that a diverse staff is critical to the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an Equal Opportunity Employer, Rosie's House will not discriminate against an employee or applicant based on age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

MORE ABOUT US

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs eleven staff and 23 part-time highly trained music educators and has an annual operating budget of approximately \$2,500,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 800 youth, ages 0-18, with opportunities in early childhood, piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. Our mission is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

For more information visit www.rosieshouse.org