

## WISCONSIN CHAMBER ORCHESTRA

### Development Coordinator | Opportunity Profile | January 2026

#### Position Summary

Wisconsin Chamber Orchestra (WCO) seeks a full-time Development Coordinator to join our dynamic team in supporting the fundraising and donor engagement efforts that sustain our artistic, educational, and community programs across the greater Madison community.

Reporting to the Director of Development, the Development Coordinator is responsible for assisting in the execution and tracking of annual fund campaigns, maintaining accurate donor and prospect data, and coordinating donor events that strengthen relationships with supporters. This position plays an important role in ensuring donors feel connected to the orchestra's work—whether through thoughtful communications, donor experiences at concerts, or stewardship activities that celebrate the impact of their generosity. The Development Coordinator will assist with annual giving activities, donor communications, data management, sponsorship and grant support, and event coordination to help drive contributed revenue growth and deepen community engagement with the WCO.

The Development Coordinator position is a full-time, exempt role with a full benefits package available. The Wisconsin Chamber Orchestra is an equal employment opportunity (EEO) agency; all are encouraged to apply.

#### Benefits

- Full-time exempt position
- Salary range: \$45,000 - \$55,000
- Full health and dental benefits
- 401k retirement plan
- Paid holidays, vacation, sick time
- Leadership development opportunities
- Flexible working environment
- Paid Parking
- Laptop for office use

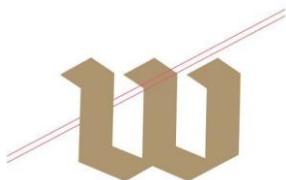
#### Responsibilities

##### Annual Fund (40%)

- Coordinate annual fund activities by preparing and segmenting lists for the Calendar Year-End Appeal, Concerts on the Square spring and post-season appeals, and Giving Tuesday, ensuring accurate targeting, tracking, and timely follow-up with donors.
- Support donor renewal efforts by coordinating outreach, tracking progress, and assisting with acknowledgments to ensure meaningful and timely stewardship.
- Support the administration and growth of the WCO's giving societies; Cornerstone Society, Friends of the WCO, and Bravo League

##### Donor Stewardship Events (40%)

- Coordinate donor pre- and post-concert events in collaboration with the Marketing team, ensuring that all logistics, communications, and guest needs are handled professionally and in alignment with donor stewardship goals.
- Support all aspects of gala planning by managing tracking systems, preparing invitation lists, overseeing RSVP collection, and providing onsite assistance during the event.



- Serve as the primary coordinator for Cornerstone Society, Friends of the WCO and Bravo League cultivation and stewardship events by managing logistics, communication, guest tracking, and onsite execution.
- Assist with donor engagement activities at Concerts on the Square

#### **Administrative Support (20%)**

- Maintain accurate donor and prospect records through consistent database hygiene, including updating donor plans annually, monitoring data quality, and documenting processes to support development operations.
- Pull lists and reports for appeals, donor communications, events, and internal needs, providing accurate data to support decision-making, campaign analysis, and development reporting.
- Draft sponsorship proposals, agreements, and related materials that support corporate partnership cultivation and stewardship.
- Assist with grant applications and reports by drafting narrative sections, gathering program details, and coordinating required attachments to support timely submissions, as needed.
- Attend all WCO performances as required
- Support the operations and execution of Concerts on the Square
- Other duties as assigned.

#### **Who You Are**

- 1–3 years of experience in development, nonprofit administration, events, or related fields
- Experience working in a CRM database (Tessitura preferred)
- Strong writing and editing skills for donor communications, grants, and proposals
- Strong organizational skills and ability to manage multiple projects and deadlines
- Ability to work independently and take initiative
- Excellent verbal and written communication skills
- High attention to detail and accuracy in data and documentation
- Strong customer service skills and comfort interacting with donors and patrons
- Proficiency with Microsoft Office; experience with fundraising or data tools preferred
- Ability to work evenings and weekends as required

#### **Who We Are**

##### **No other arts organization in Wisconsin performs free for more people each year.**

Founded in 1960, the orchestra is built on a foundation of quality musicianship with top-tier musicians. As a smaller ensemble, we're able to showcase music at an intimate level, providing attendees with a unique experience. Under the direction of Maestro Andrew Sewell, we make classical music accessible to our community from concert halls to Madison's Capitol Square, reaching over 250,000 music lovers annually.

We are driven in our mission to strengthen communities through innovative, high-quality artistic experiences that entertain, inspire, and unite diverse audiences. And we're passionate about creating a sustainable future through our strategic plan.

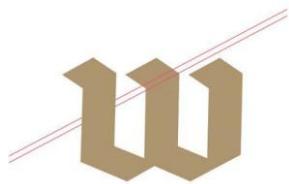
Our core artistic programs include the four-decade tradition of Concerts on the Square®, the

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Masterworks series at the Overture Center for the Arts, annual performances of Handel's *Messiah*, educational programming and concerts for families and children that serve over 2000 youth each year and performing with local arts groups like Madison Ballet. In 2023, the WCO launched the Composer Collective series with a five-year, five-album project titled *Musical Landscapes in Color* with the goal of expanding the orchestral canon to include new works by living composers of color and engaging further with our community through partnerships like the UW-Odyssey Project to re-imagine community engagement and inspire the next generation of leaders.

We strive to create a vibrant and inclusive space where music creates a sense of togetherness and connection, and that's why we're relentless about finding new ways to collaborate and partner with local groups in our community.

As a member of the League of American Orchestras, we take our commitment to Diversity, Equity, and Inclusion seriously. Working with Nehemiah, Inc. through the Catalyst Incubator Grant, our goal is to become a cultural ambassador to Madison while creating relationships that allow for authentic conversation, partnerships, and accessibility to musical experiences.

While headquartered in Madison, we believe in extending our mission to communities across Wisconsin when there are opportunities to do so. To learn more visit [wcoconcerts.org](http://wcoconcerts.org).

## Why Should You Work Here?

We put people first. With an ongoing nod to the history of classical music, we aren't afraid to push forward into the future and new norms while respecting tradition. While this statement is about programming, it translates directly to our culture with staff, musicians, and volunteers. We know that when we allow our people agency and flexibility in the workplace, we get the best productivity, innovation, and engagement from all members of our team, allowing us to take our work to new heights and have fun along the way.

Our passion for the mission and focus on excellence is what sets us apart on stage and in the community and we let the work speak for itself. While we take our work very seriously, we try to not take ourselves too seriously. We create with purpose, we play with intent, and we perform with passion. Why? Because we believe it's possible to inspire a better, inclusive community through music and we want you to be part of that with us.

## TO APPLY

[Click here to fill out the online application.](#) Applications received by January 30, 2026 are ensured full consideration. Applications will be accepted until the position is filled.

If you have questions about the application process or cannot fill out the online application due to a disability or system problem, please contact [caylaminear@wcoconcerts.org](mailto:caylaminear@wcoconcerts.org).