



TITLE: Development and Registration Coordinator

REPORTS TO: Director of External Affairs

STATUS: Full-time Non-Exempt, full benefits

ABOUT THE BLOOMINGDALE SCHOOL OF MUSIC

Bloomingtondale School of Music is a nonprofit community music school located on Manhattan's Upper West Side and serving over 650 students from all over greater New York City. The school has an extraordinary faculty, an innovative program, and a fifty-year record of providing access to high quality music instruction in private lessons, classes, and school partnerships. Bloomingtondale is at an exciting time in its history, focused on strengthening the program within the school and proactively building relationships and connections in the community we serve. The school is housed in a five-story brownstone at 323 West 108th Street, between Broadway and Riverside Drive. The facility has 14 teaching studios, a recital hall, and offices. More information may be found at the school's website www.bsmny.org.

ABOUT THE POSITION

The Development and Registration Coordinator is a split position that supports Bloomingtondale's School of Music's Development and Registration teams. This position will coordinate Bloomingtondale's donor management system, including donation tracking, and receipts. It will also support registration efforts by ensuring smooth registration processes for students and promoting BSM programs.

DEVELOPMENT OPERATIONS (60%)

- Process donations, acknowledgement letters, generate mailings, and other correspondence.
- Ensure accurate data entry and daily operation of the donor management system.
- Support other team members with requests for reports/information from the donor management and registration databases.
- Work with the Finance Coordinator to reconcile donations with bank deposits
- Assist with the planning and execution of fundraising events
- Maintain the archive of grant proposals, decisions and acknowledgements
- Other administrative tasks related to donor management

REGISTRATION (40%)

- Provide personalized attention and exemplary customer service interacting with students, families, faculty, and all organizational stakeholders.
- Register and schedule students using student database site
- Answer phone and in-person inquiries; general office duties
- Receive payments and process billing
- Draft and send out weekly email campaigns that promote current and upcoming program offerings.



SKILLS AND QUALIFICATIONS:

- Four year degree in administration or equivalent experience. While formal training in arts administration can be a plus, relevant experience and intent to develop in this field are more important.
- Previous experience in development, special events, customer service or relevant work.
- Excellent computer skills and experience with Mac (Fluency in Word, Excel, G Suite, experience with PowerPoint or Keynote, InDesign a plus).
- Some familiarity with Customer Relationship Management (CRM) software and budget management.
- Extremely detailed-oriented and highly organized
- Demonstrates initiative and problem-solving skills
- Strong time management with ability to prioritize responsibilities and meet deadlines.
- Flexible and willing to shift priorities when circumstances require.
- Excellent verbal & written communication skills, including impeccable proofreading ability.
- The ability to coordinate with multiple stakeholders to ensure deadlines are met.
- A strong work ethic is required; must work well in a collegial team environment that is supportive of team members' accomplishments.
- Sensitivity to work with personal or private information with complete trust and professionalism.
- Knowledge of and commitment to community music education is a plus.

HOURS

- This position requires an on site 40 hour/week schedule with a possible weekend day or evening hours to cover the registration desk. A set schedule will be determined based on the employee's availability.
- This is a non-exempt position, eligible for overtime which must be approved by a supervisor in advance.

SALARY

- Salary range is \$40,000 - \$43,000 including health insurance and PTO.
- Salary commensurate with experience.
- BSM offers a full benefits package including partial health costs, retirement, transit, and a generous vacation schedule.
- Professional development opportunities are supported.

APPLICATION AND HIRING PROCESS

- Candidates interested in this position should submit a cover letter and resume to <https://form.jotform.com/221784699601163> by July 20, 2022.



- Only those being considered will be contacted by email/phone for an initial interview.
- Position will begin in August 2022.