



**Position:** Special Event and Project Coordinator  
**Reports to:** Associate Director of Development  
**Department:** Development  
**Supervises (#):** 0  
**Status:** 40 hours a week (non-exempt)

**Overview:**

This position manages all aspects of special events for the BPO, including the Opening Night Gala, Donor Appreciation Concert, Pops Party, fundraising and cultivation events, corporate receptions, the Recording Arts Society and other events. Additionally, they will coordinate the invitation design process, manages RSVP's, and provides general assistance within department. Attendance at events (nights and weekends) is required.

**Specific Responsibilities:**

- Working with the Development team, coordinate all aspects of the Opening Night Gala and other special events throughout the year.
- Secure in-kind donations and develop and manage trade agreements.
- Track invitees and attendees in the development database.
- Assist with administrative tasks, including gift processing, mailings, filing and clerical work
- Regularly attend BPO concerts and events.
- Perform other duties as assigned.

**Qualifications:**

- Bachelor's degree and professional experience in event planning, development, non-profit management or related field.
- Excellent written and verbal communication skills, as well as organizational skills and the ability to manage multiple tasks simultaneously.
- Exceptional interpersonal skills and the ability to work collaboratively with all levels of staff, volunteers, donors and prospective donors.
- Appreciation and understanding of the Buffalo Philharmonic Orchestra's mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.
- Attention to detail, ability to meet deadlines and discretion in handling confidential information.
- Proficiency with Word, Excel, and databases.

**Equal Employment Opportunity Policy:**

The Buffalo Philharmonic Orchestra Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.