



## **GIFT PROCESSING COORDINATOR POSITION ANNOUNCEMENT – MAY 2025**

**Department: Advancement**  
**Reports to: Director of Advancement Operations**  
**Direct reports: none**

### **ABOUT CLASSICAL KING**

Public radio is America's most wide-reaching, inclusive, equitable, and affordable path to classical music. Nearly 11 million Americans tune in to classical music on public radio each week. Thirty percent of people in the United States reported that in the last month they have listened to at least one hour of classical music either on public radio or other media. There are documented physiological and psychological benefits to listening to classical music. Health researchers have discovered that listening to classical music lowers blood pressure and reduces stress levels in as little as 30 minutes. Seattle-based Classical KING serves as a beacon providing a place of calm, healing, and companionship to its thousands of listeners.

Classical KING serves the Pacific Northwest as a catalyst for the vitality of the entire regional arts community. The station is the primary resource for attracting and developing new audiences for classical music with a profound reach:

- 250,000 weekly radio listeners
- Ranks in the top 5 most popular radio stations in the Seattle/Tacoma market
- 100,000 regularly stream Classical KING
- 50+ broadcasts of local concerts from performing partners each year
- 40+ live studio performances annually
- 98% locally created content

The station is an independent non-profit and entirely supported by listeners and sponsors. We are co-located with Seattle Opera at Seattle Center, the performing arts district in Seattle. With the largest reach, the most diverse audience, and the fewest barriers, Classical KING is a singular community asset.

Classical KING is seeking an enthusiastic **Gift Processing Coordinator (GPC)** to support the fundraising goals of the station. The GPC is an operational engine for the organization, serving as the primary processor of revenue. They collect data on gifts from a variety of sources and by thorough adherence to procedure, ensure accurate entry of all donor contributions. Their role is central to all activities within the Advancement and Finance teams, requiring consistent attention to detail and masterful understanding of record management within assigned tools. They work closely within the Advancement Operations team to support the needs of the department and donor family. By operating efficiently and representing the station



in a professional manner, the GPC is an essential partner in growing philanthropic investment for Classical KING.

As a relatively new nonprofit, we are honored that more than 16,500 members are already supporters of Classical KING, helping to pave the way for a bright future for the station. We know based on benchmarking and listener research that we have the potential to significantly grow our support from the community. The GPC will play a role in administering every contribution as part of this journey and assist in a wide variety of tasks to support a comprehensive fundraising program.

### **MAJOR OBJECTIVES**

The GPC provides timely and accurate entry of a high volume of contribution records. They must understand and adhere to administrative policies for gift entry and financial management. They have strong time- and project- management skills, and an aptitude for detail. Their objectives are typically allocated:

- 60% Gift Processing
- 25% Records Management & Financial Reporting
- 15% Acknowledgement Processing, Benefit Fulfillment, Donor Relations

### **KPIs**

The GPC will be evaluated on:

- Timely completion of assigned tasks
- Accuracy and attention to detail in all areas
- Organization and effective coordination of a range of competing priorities
- Professionalism and warmth in representing Classical KING with donors and vendors

### **RESPONSIBILITIES**

The GPC has the following primary responsibilities:

- Daily entry of all gift and donation-related transactions in Raiser's Edge and related record management systems. Understand and maintain adherence to defined processes unique to various gift sources and internal policies such as pledges, stock transfers, EFTs, donor-advised funds, check, credit cards, and planned gifts.
- Maintain workflow and all tasks in a manner that optimizes efficiency and ensures resiliency as well as transparency using Asana, Confluence, and other tools as directed by the Director of Advancement Operations.
- Create, update, and maintain donor records; serve as a key partner in ensuring data hygiene, regularly supporting projects to align the database and related tools with departmental priorities.
- Support the Director of Advancement Operations in reporting and analysis to meet the needs of the department as assigned.



- Support the Advancement Operations team in producing and send acknowledgement letters, tax receipts, donor collateral, and other transactional communications in alignment with policies and procedures.
- Provide back-up support for donor relations phonelines and email inboxes, especially during high volume periods, with full cross-training on all related procedures.
- As required during periods of peak volume, assist in organizing and fulfilling donor thank you gifts in association with fundraising drives and other donor programs; if required, liaise with vendors, fulfillment centers, and donors to ensure quality products and timely delivery of premiums.
- Be committed to understanding and addressing the needs and inter-dependence within the organization and of the Advancement team in particular; use personal and professional skills to set others up to succeed; support effective donor engagement and relationship management in and through all activities to help create a culture of giving.

## **QUALIFICATIONS**

- Previous roles involving data management and attention to detail.
- Strong aptitude for understanding and implementing data structure, policy and procedure, and financial management.
- Excellent verbal and written communication skills.
- 2+ years in an administrative position that involved a high volume of detailed data processing. Experience in fundraising or non-profit organizations a plus.
- A bachelor's degree or equivalent education/experience.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Outstanding diligence, planning, and organization; experience with Asana or other project management tools desired.
- Comfortable with technology, able to learn new tools with ease; experience with fundraising databases and related tools helpful.
- A willing commitment to the mission, vision, values, and priorities of Classical KING; accountable for executing assigned objectives and plans.
- A high level of personal integrity, respect for others of all backgrounds, and a commitment to excellence; exemplify ethical standards of professional conduct.

## **COMPENSATION AND BENEFITS**

The pay range for this position is \$26.44 - \$31.25 hourly (\$55,000 - \$65,000 annually). The Gift Processing Coordinator will be based in Seattle at the Classical KING offices. The position requires primarily in-office work with a limited hybrid work schedule available in coordination with the needs of the department. Benefits include medical, dental, and vision insurance; employer-paid life and disability insurance; 401(k) program with employer matching and safe harbor contributions, paid time off including holidays, sick days, and vacation.



Classical KING is working actively to diversify its programming, staff, and board. Our commitment is real, and we understand it will take a sustained effort over time. We welcome all candidates with commitment to these goals. Our statement describing our commitment to diversity, access, equity, and inclusion can be found here: <https://www.king.org/about/>

## **APPLICATION**

To be considered for this opportunity, please send a letter of interest, resume, and three reference to [hr@king.org](mailto:hr@king.org).

## **MISSION, VISION, AND VALUES**

### **Our Mission**

Classical KING will actively grow, diversify, and enrich the love of classical music in our community.

### **Our Vision**

Expand our diverse community of listeners, performers, and supporters who understand and benefit from the powerful impact of classical music and the arts in our region.

### **Our Values**

- Classical music should be accessible to all.
- The arts are a critical component of every vibrant city.
- K-12 arts education is necessary to develop creativity, innovation, and lifelong appreciation of the arts.
- Fiscally responsible planning is necessary to achieve our vision.