

Development Coordinator, The Record Co. - Boston, MA

About The Record Co.

The Record Co. is Boston's innovative nonprofit music workspace dedicated to making professional recording accessible to all musicians. Our 12,500-square-foot facility at 960 Mass Ave is a hub for Boston's diverse music community, providing affordable recording studios, rehearsal spaces, and music resources. We believe that music creation should be accessible to everyone, and we're committed to building an inclusive, vibrant music ecosystem in Boston.

Position Overview

Reporting to the Executive Director, the Development Coordinator will build and lead TRC's fundraising initiatives, focusing on donor expansion, grant management, and corporate partnerships. This role supervises development/marketing interns and collaborates across departments to support operational funding and capital campaign goals.

Essential Responsibilities

Grant Management

- Write and submit grant proposals
- Manage grant calendar and reporting deadlines
- Track and report on grant outcomes
- Maintain foundation relationships
- Ensure grant compliance

Individual Giving & Donor Relations

- Build individual donor pipeline
- Execute annual giving campaigns
- Process donations and acknowledgments
- Maintain accurate donor database
- Create donor communications

Events & Stewardship

- Plan donor appreciation events
- Coordinate annual fundraising events
- Manage event logistics and budgets
- Support donor cultivation activities
- Track event outcomes

Required Qualifications

- 3+ years of fundraising experience
- Grant's writing success record
- Experience with donor databases
- Strong writing and communication skills
- Event planning experience
- Experience with Google Workspace
- Proficiency in Salesforce

Preferred Qualifications

- Experience in arts/culture fundraising
- Knowledge of Boston funding landscape
- Prior database management experience
- Corporate partnership development

Key Competencies

- Excellence in relationship-building
- Strong attention to detail
- Grant writing expertise
- Project management skills
- Commitment to diversity, equity, and inclusion

Working Environment

- Full-time at 960 Mass Ave location
- Core hours: Monday-Friday, 10 AM-6 PM
- Some evening/weekend hours for events
- Collaborative team atmosphere

Compensation & Benefits

- Salary Range: \$80k - \$90k
- Health and dental insurance (50% employer contribution)
- Paid time off (12 days first year)
- Professional development opportunities
- Access to TRC facilities

Our Commitment to Equity

The Record Co. is committed to building an inclusive music ecosystem in Boston. We actively encourage applications from candidates of all backgrounds, particularly those who represent the diverse communities we serve.

To Apply

Please send your resume, cover letter, and a writing sample demonstrating donor communication or grant writing to bobby@therecordco.org.

The Record Co. is an equal opportunity employer committed to creating an inclusive environment for all employees.