

Fundraising Coordinator

Lullaby Project Pittsburgh

(Part-Time, 6-Month Fixed Term)

About the Organization

[Lullaby Project Pittsburgh](#) is a community-based music nonprofit that supports families through collaborative songwriting. We partner with parents, caregivers, and professional musicians to create original lullabies that strengthen emotional bonds, support mental health, and amplify family voices through music. We believe deeply in the power of song to foster connection, care, and community.

Lullaby Project Pittsburgh is a partner of Carnegie Hall's Weill Music Institute and is proud to be a project of New Sun Rising 501(c)(3).

The Opportunity

Lullaby Project Pittsburgh is seeking a highly organized, warm, and relationship-focused **Fundraising Coordinator** to join our small but growing team. This part-time, fixed-term role is ideal for someone interested in **individual giving, corporate partnerships, and grassroots fundraising** within a mission-driven arts organization.

The Fundraising Coordinator will play a key role in strengthening donor relationships while helping us expand into **corporate fundraising and sponsorships** with businesses that are a strategic fit for our work. This position has the **potential for renewal or expansion** beyond the initial six months, contingent on fundraising success and budget growth.

You will work closely with the Development and Artistic Director to build sustainable fundraising systems and identify new opportunities for support.

Key Responsibilities

Individual Donor & Relationship Stewardship

- Serve as a primary point of contact for individual donors and supporters
- Support donor stewardship efforts, including thank-you letters, acknowledgements, and follow-up communications
- Help cultivate relationships with first-time and returning donors

Corporate Fundraising & Partnerships

- Research and identify potential corporate partners and sponsors aligned with our mission
- Support outreach to businesses for sponsorships, in-kind support, and workplace giving opportunities
- Assist in maintaining relationships with corporate partners through updates, recognition, and follow-up

Fundraising Support

- Assist with designing an organizational fundraising strategy, individual giving campaigns, seasonal appeals, and special fundraising events
- Track donations and progress toward fundraising goals across individual and corporate giving
- Support proposal preparation and follow-up for sponsorships and partnerships

Database Management & Administration

- Maintain accurate donor and corporate partner records, gift tracking, and contact information
- Ensure timely data entry and organization of fundraising information
- Assist with basic reporting and list generation

Communications & Coordination

- Support donor- and sponsor-facing communications such as email appeals, updates, and newsletters
- Coordinate logistics for donor cultivation events, sponsor recognition, or small gatherings
- Collaborate with leadership to ensure consistent, mission-aligned messaging
- Create and distribute fundraising materials for social media platforms, e-blasts, and community

Qualifications

Experience

- 1–3 years of experience in nonprofit fundraising, development, administration, or a related field preferred
- Experience with individual giving and/or corporate fundraising or sponsorships is a plus
- Bachelor's degree in Nonprofit Management, Business Administration, or a related field

- Experience in grant writing and reporting is a plus

Skills

- Exceptional written and verbal communication skills
- Comfort working with donor databases or CRM systems (or willingness to learn)
- Strong research and organizational skills
- Strong knowledge of fundraising best practices
- Excellent networking and relationship-building skills
- Knowledge of donor relations and stewardship
- Experience using Canva, Adobe, or other graphic design software.

Attributes

- Relationship-oriented and confident communicating with donors and business partners
- Creative problem-solving abilities and strong attention to detail
- Self-motivated and comfortable working in a small, collaborative organization
- Ability to manage tasks independently and prioritize effectively in a part-time role
- Commitment to arts-based community work and a belief in the mission and values of the organization

Compensation & Schedule

- **\$22/hour**, up to **8 hours per week**
- **6-month fixed-term position** (approximately \$5,000 total)
- Flexible, primarily remote schedule with occasional in-person meetings or events in Pittsburgh
- Potential for renewal or role expansion based on organizational growth

To Apply

Please submit a brief cover letter and resume to lullabypgh@gmail.com. Please use your cover letter to tell us about what you hope to bring to this role, and how your background and experience responds to the desired skills and qualities.

Applications will be reviewed starting in May until the position is filled.