



Does the mission of enriching lives through barbershop singing ring a chord for you? Do you love music and the arts? Does the idea of working with engaged prospective donors, developing your skills as a fundraising professional and donor services to Barbershop Harmony Society members, chapters, and similar singing organizations pique your interest? If so, Harmony Foundation International (HFI) invites you to consider the position of BHS Donor Center Associate. This is an outstanding opportunity for the right candidate to work in a proven and growing organization with a compelling mission, a dedicated staff, a committed board.

Harmony Foundation International is seeking a [BHS Donor Center Associate](#).

The Donor Center is the heartbeat of Harmony Foundation and serves as the hub of donor activity. The Donor Center is a small team of dedicated staff that is passionate about serving donors while assisting them in their journey of enriching lives through singing. Reporting to the Development Services Manager, the BHS DC Representative is responsive to incoming phone calls, emails, donor questions and support, all from their home office. The BHS Donor Center Associate solicits contributions in person and by phone, processes and enter gift transactions into the donor database, ensuring that gift entry honors donor intent, data management and reporting, donor verbal and written communications. The right candidate is someone that is energized by making a difference in people's lives in a positive and impactful way, wants to grow in their professional capacity as a fundraiser while having a high competency in the details and administrative duties, agrees that hard work and fun are in congruence rather than opposition, and has a love for people. This is an entry-level position that is limited in growth only by the candidate's ambition and hard work.

Essential Skills & Competencies

- Desire to serve in an extraordinary customer service capacity
- Possesses strong planning and organizational skills
- Outgoing and strong in social settings and networking
- Self-motivated, goal oriented, entrepreneurial mindset. Must have the ability to work in a disciplined and focused way, always seeking performance improvement
- Demonstrate a passion, appreciation and dedication to music, singing, and the arts
- Have ability to think critically and strategically
- Ability to travel occasionally, including some international conventions and regional district events as needed for coverage
- Be adept in forming and maintaining positive collegial partnerships with other members of the staff and volunteers
- Display integrity in words and actions
- Be able to set priorities and manage multiple tasks
- Computer/technology proficiency
- High school diploma required, Associates degree or equivalent preferred

- Sales experience desired
- Has a dedicated home office space, preferably in the Nashville, TN area
- Ability to participate in office tasks such as picking up office supplies, mail, and post office and off-site file storage site as needed.
- Flexibility and a sense of humor.

If you think serving as the BHS Donor Center Associate would be as exciting as we do, tell us why you are the perfect fit for this position, submit your cover letter and resume via email to: hr@harmonyfoundation.org with BHS Donor Center Associate in the subject field. We will send qualified applicants a detailed description of the position for review and consideration. Applications will be accepted until the position is filled. Only candidates who are being actively considered will be contacted.

Harmony Foundation International is an equal opportunity employer. Harmony Foundation International will not discriminate in the recruitment, employment, advertisements for employment, termination, promoting, and other conditions of employment against any employee or job applicant on the basis of race, creed, color, national origin, sex, religion, age, disability or genetic information.

Harmony Foundation International offers a competitive salary, 401(k), and employer-funded health, dental, vision, life insurance, and an environment surrounded by song.

About Harmony Foundation International

HFI recognizes that singing improves lives. HFI's mission is to support and share the gift of singing as an extraordinary means of making lives more enjoyable, satisfying and meaningful. HFI is closely affiliated with the Barbershop Harmony Society, the world's largest four-part harmony a cappella singing organization. Scientific research has identified physical, emotional and social benefits to singing including increased muscle tone, better posture, increased mental alertness, reduced anger, depression and anxiety, and increased confidence, self-esteem and well-being for all ages. Young singers are generally more engaged socially, less likely to commit crimes and join gangs, do better in school and are more likely to go to college. HFI supports programs that encourage singing among all ages; youth through music education for students in middle school, high school and college; music educators; and generate and improve networks of singers in adult populations. HFI supports life-long singing for all ages, cultures and economic backgrounds. Teaching others the **joy of giving** is at the core of HFI and its mission.