

Sustainability Program Specialist Job Description

Report to the Board of Directors of The Legacy Chorale all activities.

Attend and report progress at monthly board meetings (2nd Monday of each month)

Review and update Sustainability Brochure.

Use Legacy Donor mailing list to make contact with donors. Write letters, make personal contact to promote patrons to become monthly sustainers.

Do personal meetings with donors in the Legacy office.

Keep records of contacts, hours and donations.

Do personal asks at all Legacy Concerts and track all revenue of Sustainers gained by use of completed Sustainer application forms.

Setup and staff Sustainer display during concerts.

Attend social events where you can advocate for the Legacy Chorale.

Compensation is commission-based and records of cash, credit (Stripe) donations. Submit records to Legacy treasurer.