



Membership Coordinator

Global Arts Live

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BOSTON | NEW YORK

Global Arts Live seeks a proactive and detail-oriented Membership Coordinator to support membership, annual giving, and donor engagement initiatives that strengthen and expand the organization's community of supporters.

About Global Arts Live

For over 30 years, Global Arts Live has brought exceptional global music and dance to stages across Greater Boston. We invest in longstanding relationships with artists, support them with commissions,



develop audiences for their work, and create connections to under-represented immigrant populations and communities in our region. Since inception, Global Arts Live has presented more than 800 artists from 70+ countries in over 1,500 performances attended by more than 1 million people. With an artistic vision focused on cultural diversity, many of our artists express and exemplify universal themes of identity, immigration, heritage, and inclusion. We aspire to transcend borders, cultivate community, and enrich lives.

About The Platform

In late Fall 2026, Global Arts Live will launch a new performing arts center, called The Platform, in partnership with the real estate developer BioMed Realty. The center features a 404-seat state-of-the-art theater, 125-seat informal amphitheater anchoring a ground floor commons, and a rehearsal studio. Global Arts Live is conducting a \$20M campaign, with \$13.1M already achieved, to support the launch, programming, and long-term sustainability of The Platform. In a shared services model, Global Arts Live will continue to support The Platform with programming, marketing, fundraising, and administrative support.

About Philanthropy at Global Arts Live

Philanthropy is an increasingly vital part of the organization's operations and long-term success. As Global Arts Live enters an exciting new phase of growth and innovation—centered on the launch of The Platform (TPK)—its fundraising efforts are scaling significantly. With this expansion, the organization is poised to grow its annual philanthropic revenue well beyond \$1M, in addition to the campaign above, reflecting both the ambition and opportunity of this next chapter.

About the Position

The Membership Coordinator will play an important role in advancing Global Arts Live's fundraising and donor engagement efforts during a period of significant organizational growth. Reporting to the Individual Giving Manager and working closely with colleagues across the advancement, marketing, and audience services teams, the Membership Coordinator will help strengthen relationships with members and donors while supporting annual giving, special events, and campaign initiatives for both Global Arts Live and The Platform.

This is an exciting opportunity for an organized, proactive, and detail-oriented development professional who enjoys balancing donor engagement, event coordination, communications, and data management. The Membership Coordinator will serve as a key ambassador for the organization, helping create

meaningful experiences for members and donors while ensuring the systems and processes that support fundraising efforts operate effectively. The ideal candidate will bring prior experience in a development office, strong problem-solving skills, and a willingness to take initiative in a collaborative and evolving environment.

Key Responsibilities

The Membership Coordinator will support membership, annual giving, stewardship, and event activities that strengthen donor engagement and contribute to Global Arts Live's fundraising success. Working closely with the Individual Giving Manager and advancement colleagues, they will help coordinate donor experiences, communications, and operational processes that support the organization's philanthropic goals.

Membership and Annual Giving

- Support annual giving goals for Global Arts Live and The Platform through donor engagement, membership renewals, appeals, and stewardship initiatives.
- Coordinate the implementation of the organization's membership program, ensuring the timely delivery of benefits, stewardship activities, and donor communications.
- Coordinate and implement membership communications and fundraising appeals across multiple channels, including direct mail, email, web, and phone communications.
- Assist with membership acquisition, retention, and upgrade strategies in partnership with advancement leadership and in coordination with goals for the *Elevate The Platform* campaign.
- Track membership activity and donor engagement trends, preparing weekly, monthly, and quarterly reports as needed.



Events and Donor Engagement

- Coordinate and implement membership events, managing logistics, invitations, registrations, communications, and the overall member experience.
- Support the planning and execution of the annual Gala, including registration management, silent auction coordination, donor communications, and event logistics.
- Support campaign events and donor cultivation activities by coordinating invitations, materials, logistics, and follow-up communications.
- Prepare donor and prospect research profiles for special events, meetings, and donor engagement opportunities.
- Represent Global Arts Live at performances, events, and other public-facing activities, serving as an enthusiastic ambassador for the organization and its mission.

Advancement Operations

- Ensure the accuracy and integrity of member and donor records, working closely with advancement and audience services colleagues to maintain data quality.
- Manage membership and event-related tracking systems, reports, lists, and communications.
- Utilize CRM and database systems to support donor engagement, reporting, prospect management, and fundraising activities.

- Assist with gift processing, acknowledgments, reporting, and other advancement operations as needed.
- Contribute to the continuous improvement of systems, processes, and workflows that support fundraising and donor engagement efforts.
- Collaborate with the Global Arts Live team, contributing ideas, energy, and time to organizational health, growth, and team initiatives.
- Contribute to advancing the organization's goals in equity, diversity, inclusion, and access.
- Perform other duties as assigned.



Key Qualifications

- 1-2 years of relevant professional experience in a nonprofit development, advancement, membership, or fundraising office, with familiarity with fundraising operations, donor stewardship, and event support.
- Strong organizational skills and exceptional attention to detail, with the ability to manage multiple projects and deadlines simultaneously.
- Comfort working with spreadsheets, databases, CRM systems, and other technology platforms used to support fundraising and donor engagement.
- Resourceful, proactive, and eager to contribute to a growing organization, with strong problem-solving skills, the initiative to independently research solutions, and the judgment to seek guidance when appropriate.
- Excellent written and verbal communication skills and a commitment to providing outstanding donor and member service.
- Ability to work effectively in a collaborative, fast-paced, and entrepreneurial environment.
- Positive, professional, and engaging interpersonal style; comfortable interacting with members, donors, volunteers, and other stakeholders in public-facing settings.
- Genuine connection to and enthusiasm for the performing arts, with the ability to communicate the mission and programs compellingly.
- Ability to lift up to 30 lbs. and climb 2 flights of stairs.

Global Arts Live offices are at 720 Massachusetts Avenue, Cambridge, MA. In early fall 2026, Global Arts Live offices will move to The Platform at 585 Kendall Street, Cambridge. This full-time, exempt position requires at least 3 days/week in the office with some scheduling flexibility. Some night and weekend work at special events, concerts, and meetings will be required.



The salary for this position is \$60,000 - \$70,000, commensurate with experience. A generous benefits package includes health and dental insurance, flexible spending accounts, retirement plan, and professional development opportunities.

Not sure you meet 100% of our qualifications? Research shows that cis men apply for jobs when they fulfill an average of 60% of the criteria, while others tend only to apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply.

Global Arts Live is committed to building a work environment rooted in respect, integrity, diversity, and inclusion—one that reflects the artists we present and the audiences we serve. We are proud to be an equal opportunity employer and welcome applications from candidates of all backgrounds, experiences, and identities, including those historically underrepresented in the arts and nonprofit sectors.

To express interest, please submit your cover letter and resumé in confidence [here](#).

For more information, please visit www.developmentguild.com.

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For more information about Global Arts Live, please visit www.globalartslive.org.

About Development Guild

Since 1978, we have consulted to leaders across the nonprofit spectrum and successfully collaborated with more than 800+ clients nationwide in academic medicine, arts & museums, education advocacy, environment & conservation, faith-based, health, higher education, human services & social justice, and independent schools. We are experts in executive search, fundraising, and strategic planning—and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

