

# Broadway Rose Theatre Company

**Position: Development Coordinator - part time (30 hours per week), exempt**

The development coordinator supports the development director and assists with coordination of annual development activities across all constituencies in order to meet the annual development revenue goals. The development coordinator will also assist the development team in any special fundraising opportunities.

Responsibilities include but are *not limited to*:

## Development Administration

- Manage Tessitura software, not only for income entry, but also to manage records and create lists, extractions, output sets, customer codes, etc. Focus on consistent and accurate data and reporting.
- Process all donations. Manage record-keeping of contributions received, monitor results and statistics on a regular basis and report on information.
- Send timely donor thank you letters/tax receipts.
- Administer donor benefits (e.g., event invitations, souvenirs, Marquee lounge access, etc.).
- Manage monthly giving program (Producer's Circle).
- Track Marquee Club (\$500+) members.
- Create printed materials for development events/activities using InDesign.
- For donor events: Work with the development director and Marketing department to create print pieces, create invitation lists based on set criteria, manage event logistics based on budget.
- Manage logistics of annual fundraising letters (two per year), including ordering supplies, coordinating production, creating and managing lists, coordinating mailing.
- Provide accurate data for the donor, corporate, and foundation acknowledgment pages for the company's printed show programs.
- Act as liaison with other departments by providing information and support for activities relating to in-kind contributions and cash donations.
- Provide and maintain information for annual outside audit, including in-kind records.
- On a monthly basis reconcile contribution records with finance department.

## Annual Gala/Fundraising Events/New York Trip

- Coordinate the silent auction to include procurement, pick-up, recognition, display.
- Coordinate event logistics with the development team, including catering, auction display/catalog, décor/theme, invitations.
- Provide administrative support to the managing director for the annual New York trip, including setting up in Tessitura, management of payments, updating participant booklet, and coordinating the orientation.

## Corporate Sponsors

- Support the development director in managing corporate sponsor relationships.
- Process new sponsorships and renewals including creating contracts, invoicing, processing funds, and tracking sponsor payments.
- Administer sponsor benefits (including event invitations, free show tickets, and more).
- Create and maintain internal calendar for corporate sponsored performances.
- Create date-specific sponsorship cards for curtain speeches for managing director.

### Other Support

- Work with the artistic director as administrative support for the board of directors, including taking minutes at all board meetings and preparing and distributing pre-meeting materials (agendas, minutes, reports).
- Answer phones.
- Other tasks as assigned.

### **Desired Qualifications:**

- Bachelor's degree and/or 3 or more years of high-level executive or administrative assistant experience
- Experience in successfully meeting critical deadlines
- Exceptional attention to detail, database, and organizational skills a must
- Advanced Word, Excel, Outlook skills
- Familiarity with InDesign and PowerPoint a plus
- Knowledge and proficiency in Tessitura software highly desirable
- Excellent verbal and written communication (online and print) and interpersonal skills
- Ability to work under pressure and multi-task
- Discreet and dependable
- Interest and/or an appreciation for musical theatre

Salary: Part-time (30 hours per week) exempt position at \$31,000/year plus benefits (health, vision, dental insurance)

### **TO APPLY:**

Please submit resume, cover letter, and three professional references to:

deShauna Jones, Development Director

[deshauna@broadwayrose.org](mailto:deshauna@broadwayrose.org)

**Applications are due by October 25, 2019**

Broadway Rose Theatre Company is committed to its work in improving its equity, diversity, and inclusion efforts and fostering an environment where all people are welcome. We look forward to welcoming applications from a diverse pool of applicants. Broadway Rose provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation or gender identity.