



**Development Associate
The Pasadena Playhouse
Reports to Director of Development**

About the Playhouse:

The Pasadena Playhouse is one of the top regional theaters in the country and the State Theater of California. Under the new leadership of Producing Artistic Director Danny Feldman, it presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 648-seat main stage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs to build community, the Playhouse will continue to be a leader in the theater industry.

About The Position:

The Development Associate provides administrative support and assists the fundraising process through the cultivation and stewardship of annual giving programs, events, and special campaigns. Helps research, record, acknowledge, steward, and secure ongoing funding from prospects and donors in collaboration with the Development team.

The ideal candidate will be familiar with non-profit fundraising, have strong organizational and project management skills and an ability to work well with others at all levels. He/she will demonstrate creative and analytical problem solving skills, integrity, compassion, resilience, determination, a strong work ethic, and a sense of humor.

This is a non-exempt position that requires a flexible work schedule. Some evening and weekend responsibilities and events are required.

RESPONSIBILITIES:

- Composes correspondence, maintains files, organizes department schedules and calendars, makes travel and meeting arrangements, and coordinates special projects as needed.
- Serves as a primary user of Tessitura and WealthEngine - database and software programs, including training staff, troubleshooting, researching prospects and donors, building queries and reports, exporting data, and assisting other department staff with use of database.
- Processes donations and memberships with accurate, efficient, and timely data entry of pledges, gifts, and payments.
- Produces and tracks accurate and timely acknowledgement letters and receipts, renewal letters and requests, invoices and other correspondence, and prepares benefit fulfillment as well as donor lists for website, donor scroll, event programs, production playbills, and annual report.

- Proactively ensures the integrity of the database through ongoing data entry and data cleanup and refinement of best practices.
- Coordinates with Finance Department to ensure monthly and fiscal year-end revenue reconciliation and compiles timely revenue data for reporting on progress toward fundraising goals.
- May also assist in the planning and execution of special events and in liaising with donors, Board members, and staff.
- Coordinates direct mailing logistics and acts as liaison with Direct Mail vendors and internal designers.
- Coordinates Development E-Campaigns and Social Media and acts as liaison with internal departments and development team to ensure consistent messaging.
- Responsible for list building for Development Team.
- Coordinates lists and maintains Wealth Engine screening.
- Performs other duties as assigned.

Minimum Qualifications and Competencies:

- Bachelor's degree strongly preferred.
- Excellent organizational skills, attention to detail, follow-up skills, ability to prioritize, adjust a heavy workload, manage a variety of tasks, and problem solve; able to meet deadlines and handle multiple tasks and priorities.
- Strong oral and written communication skills with demonstrated ability to compose business correspondence with correct grammar, spelling and punctuation.
- Ability to discreetly and tactfully recognize and handle sensitive and confidential information.
- Excellent interpersonal skills and professional demeanor, with ability to interact effectively with general public, high-level donors and volunteers.
- Previous customer data entry, wealth and philanthropic data analysis and administrative assistance experience. Prior non-profit or Development office experience, four or more years, preferred.
- Willingness to work in a collaborative team environment to reach common goals and objectives.
- Proficiency with Google, Microsoft Office, and database programs such as Tessitura, Raiser's Edge or Patron Manager strongly preferred.
- Willingness to work occasional evenings and weekends.

Compensation: Compensation commensurate with experience

To Apply: Send resumes and cover letters to bbirdsongr@pasadenaplayhouse.org.

No phone calls please.

We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.

The Pasadena Playhouse is an Equal Opportunity Employer.