



## **Job Posting**

**Job Title:** Development Associate (Non-Exempt)

**Department:** Development

**Reports To:** Chief Development Officer

**About the Playhouse:** Pasadena Playhouse is one of the top regional theaters in the country and the State Theater of California. Under the 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 643-seat mainstage 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 is well positioned to boldly lead for continued growth and leadership.

**About The Position:** Pasadena Playhouse is looking for a high-performing individual who wants to grow and help grow the development department. The position of Development Associate (DA) is an excellent opportunity to gain first-hand, direct experience with many of the core functions of a development department: managing a donor database, gift processing, communicating with donors, and staffing a donor lounge.

There is also significant opportunity for growth in responsibility, title and compensation, based on the ability to perform core functions while fundraising and increasing revenue.

This is a non-exempt position that requires some evening and weekend responsibilities.

### **Responsibilities:**

- Database Management and Gift Processing (40-50%)
  - Manages Tessitura donor database. This includes accurately processing on a daily basis all pledges, gifts and payments; training other staff; troubleshooting; researching; pulling, building and refining all lists.
  - Proactively ensures the integrity of the database via data cleanup and refinement of best practices.
  - Coordinates with Finance to ensure monthly and year-end revenue reconciliation and compiles timely revenue data for reporting.
  - Pulls lists and reports and ensures the integrity of the data
- Staffs and coordinates management of the donor member lounge before evening and weekend performances (20-30% but only during show runs).
- Department Support (25%)
  - Supports department operations such as scheduling, taking Board of Trustee committee meeting notes, collaborating on special projects, and performing other duties as assigned.
  - Processes tickets and bookings.
  - Tracks and ensures fulfillment of donor benefits.

- Manages wealth screening software to screen current donors/members and prospect for new names.
- Potentially manages a small portfolio of donors and will engage in all cycles of the donor cycle: cultivation, solicitation and stewardship.
- Communications (20%)
  - Produces and tracks acknowledgement letters, invoices, donation renewals and other correspondence.
  - Supports the annual fund direct mail campaigns.
  - Supports events and email invites, mailed invitations, photography, etc.

**Competencies**

- Superb attention to detail.
- Proactive mindset.
- Excellent organizational skills and ability to manage and prioritize a heavy workload.
- Strong written communication skills to compose business correspondence.
- Hospitality mindset and ability to interact effectively with donors and volunteers.
- Ability to tactfully recognize and handle sensitive/confidential information.

**Experience:** Two to three years in development/fundraising, with database experience a plus. A sales environment or other success in generating revenue/sales will be considered in lieu of nonprofit fundraising experience. Proficiency in G-Suites and Microsoft Applications.

**Supplemental Functions:** The DA is occasionally required to lift or move up to 15 pounds.

**Working Conditions:** No major sources of discomfort; standard office environment; regular exposure to video terminal displays. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Compensation:** Compensation is \$53,000 (Non-Exempt). Benefits package includes medical, dental, vision, life insurance coverage, PTO and a 403(b) plan. Start date is immediate.

**How To Apply:** Please email cover letter and resume in one PDF to [developmentjobs@pasadenaplayhouse.org](mailto:developmentjobs@pasadenaplayhouse.org) with the subject line “Development Associate”. 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.