

Job Posting

DEVELOPMENT COORDINATOR

Palace Theater
Waterbury CT

STARTING SALARY: \$40,000 | 40 HOURS WEEKLY | FULL TIME

BENEFITS:

- Health Insurance
- Dental and Vision Insurance
- Parking

BRIEF DESCRIPTION

An important part of the Development Team, this individual is responsible for responding to donor inquiries and requests, database management, gift entry, acknowledgment letters and providing accurate accounting as well as analytical reporting. This individual will also assist the Development Officer as necessary and work as an integral part of the team for successful fundraising campaigns and events.

ESSENTIAL JOB FUNCTIONS

- Assists the Development Officer with oversight of Annual Fund direct mail campaign and all fundraising solicitations.
- Maintains donor database responsible for data entry, changes, and updates. Gathering lists, proofing, and correcting lists, merging letters, and coordinating mailings with mail house.
- Serve as the liaison to the Finance Department and provide reconciliation with the office monthly with office budgets and identify inconsistencies, and work to resolve issues.
- Accurately enter all gifts, donations, and pledges and coordinate requisite acknowledgment letters and tax receipts, with fulfillment in a timely manner.
- Collect and prepare data to produce all donor reports and lists as needed.
- Manage Raffle Campaign to include entering gifts, tracking book sales, training volunteers, & selling at select shows.
- Manage Online Auction Campaign timeline from initial item sourcing, arrangement, final buyer checkout, and logistics.
- Maintain Endowment and Campaign records.
- Actively solicit for Playbill Advertising.
- Represent The Palace Theater at select Community Outreach Events.
- Train and work with Bloomerang software and utilize maximum capabilities to enhance tracking and report outcomes.
- Assist with donor communications to include eblasts solicitations, peer to peer campaigns, and newsletter templates utilizing Bloomerang Software.
- Work with Design team to prepare support materials as needed.
- Actively represent The Palace Theater as Committee Member for the Waterbury Fundraising Network.
- Other light duty administrative support as required.

QUALIFICATIONS/ REQUIREMENTS

Education

- Bachelor's degree or equivalent preferred

Experience

- Bloomerang or comparable fundraising software experience.
- Some experience in a Fundraising environment preferred.
- Business experience with financial software.

Skills Required

- Fluency in Microsoft Office (Outlook, Word, Excel) data entry and database management.
- Strong organizational and planning skills.
- Process oriented with critical thinking skills.
- Ability to multi-task and prioritize responsibilities.
- Ability to build relationships with corporate partners & donors.
- Ability to communicate professionally via phone, writing and in person.

EQUAL OPPORTUNITY EMPLOYER

Equal Opportunity Employment

To make this policy effective, we expect our employees to share our commitment to the principles of equal employment opportunity and shall not tolerate any acts of discrimination by one employee against another or in the conduct of any professional duties while in the employment of PTG.

The Palace Theater Group (PTG) is committed to the full utilization of all human resources and to a policy of equal employment opportunity. The PTG, will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to, veteran status, race, color, religion, sex, ancestry, marital status, national origin, physical or mental disability status and/or age.

VISION STATEMENT

The Palace Theater will stimulate a cultural and economic renaissance in the region through the celebration of arts, education, and community initiatives. Revered as a treasured jewel, this grand performance space will not only inspire lasting memories but will become the preferred venue for performers and patrons alike.

MISSION STATEMENT

To build a strong sense of community and an appreciation for the arts by operating, maintaining, and sustaining the Palace Theater as a financially viable not-for-profit performing arts center that provides positive artistic, cultural, educational, social and financial impact to the Greater Waterbury area.

How to Apply

Please email resume and cover letter to: lawlor@palacetheaterct.org