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397 Miller Avenue | Mill Valley, CA 94941

www.marintheatre.org | p: 415.388.5200

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MARIN THEATRE COMPANY

Jasson Minadakis | Artistic Director

Keri Kellerman | Managing Director



**Position: Development Associate**

**Job Type: Full-Time**

Marin Theatre Company, the San Francisco Bay Area's nationally-recognized, leading mid-sized theater, seeks a full-time Development Associate to assist the Development Department in areas of special events, database management and individual and institutional giving support.

### **Position Description**

The Development Associate is responsible for contributed revenue administration including but not limited to: campaign management; donor database management (Audience View and Wealth Engine) including generating queries, reports and analysis of data; coordination of patron and special events; institutional giving prospecting and organization, including managing the grant calendar); and other development tasks as assigned. This position reports directly to the Director of Development and works as a member of the development department team to execute a comprehensive development plan to raise the \$2 million annual goal in contributed revenue for the organization.

A successful candidate will have 3-5 years of experience in a nonprofit fundraising environment, ready to refine and build skills while continuing to develop best practice development abilities.

### **Responsibilities**

#### **Database Management/Annual Fund**

- Maintain the donor database, continuously analyzing and implementing new systems to improve data, analyze current data and make key additions.
- Process all incoming gifts including online donations, stock donations, matching gifts and in-kind contributions.
- Administer donor acknowledgement/thank you letters within 48 hours of receipt of gifts.
- Work with the Marketing Department to provide e-blast and mailing lists for all electronic and letter writing campaigns.
- Assist with annual campaigns working with the Marketing Department and mail house to ensure timely execution.
- Analyze and prospect for current and potential donors, researching potential upgrades, establishing one-on-one relationships and relationships with others in the organization.
- Assist board members with gifts, including end-of-year courtesy acknowledgments.
- Assist in all other areas of development administration.

#### **Institutional Giving**

- Assist in continuous prospect research for major corporate and foundation partners with the same geographic and mission standards.
- Maintain the grant calendar.
- Work with the Grant Writer to assist in packaging and organization of grant applications.

#### **Events**

- Assist with Producer's Preview, Opening Night and Premiere Society events for six major productions each season.
- Maintain all invitation, registration and RSVP information for all events throughout the year.

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- Work with the Special Events Committee and Director of Development ensuring successful planning and implementation of the annual Gala Benefit.
- Assist in coordination of all other special events, as assigned.

#### **Qualifications**

- A passion for supporting the arts in communities and schools.
- A proven track record in database management and special events, preferably with specific experience in the arts.
- Excellent administrative skills including experience working in database systems (preferably Audience View, Greater Giving and Wealth Engine) and Microsoft office.
- The ability to work effectively with other staff members, Board Members and patrons while also working independently, taking initiative and maintaining a steady stream of contact with the Director of Development.
- Ability to work evenings and weekends as needed for events and productions.
- Excellent interpersonal, organizational, written and verbal skills.
- A degree from a four-year university in a relevant field.
- A valid California driver's license.

#### **Environment**

Marin Theatre Company is a diverse, professional and vibrant work environment with a collective respect, appreciation and passion for supporting diversity on stage, new American playwrights and new American plays. There is a steady stream of artists, rehearsals, patrons and events throughout the week and the weekend that create an ever-changing and exciting environment.

**This is a full-time, fully exempt, salaried position eligible for health, medical and employee benefits.**

Marin Theatre Company is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law.

Please submit a cover letter and resume to [development@marintheatre.org](mailto:development@marintheatre.org) by March 1, 2017 to be considered.