

Development Associate

Pay: \$25.48 hourly, \$53,000 annually

Status: Full-Time, Non-Exempt

About the Role

Do you have a passion and interest for supporting the arts? ACT Contemporary Theatre has an exciting job opening for a Development Associate to provide integral data management and administrative support. This position has many opportunities for professional growth and development in a collaborative, highly engaging and welcoming environment.

The Development Associate is a key part of ACT's fundraising efforts. The Development Associate is responsible for maintaining donor records and processing all donations in a timely and accurate manner. The Development Associate tracks the accurate recording of gifts, communicates donor appreciation, supports donor outreach efforts, and maintains donor records within Tessitura (CRM). This role also provides Board support by drafting Board minutes. They provide integral support for ACT's Development department and report to the Interim Producing Artistic Director.

Compensation for this hybrid position is \$25.48 hourly. Benefits include medical insurance (with ACT paying 92% of monthly deductible for the HMO plan), dental, and vision insurance, long term and life insurance with fully covered employer-paid premiums, commuter benefit, 11 paid holidays, access to a 403b plan, \$5 downtown parking, and free tickets to ACT productions. Paid Time Off begins at 20 days per year and sick time accrues per the Seattle Paid Sick and Safe Time (PSST).

Responsibilities include but are not limited to:

- Process, acknowledge, and track donations and pledges from a variety of revenue sources
- Enter and update all donation and donor data in Tessitura and reconcile data as needed
- Support donor recognition efforts, including drafting and/or proofing department communication
- Responsible for data entry, coordinating between giving platforms, data clean-up and record updating and reporting
- Provide development-related, accurate reports on a daily, weekly, monthly and annual basis
- Maintains records of tax receipts
- Supports the Finance department with reports as needed
- Provide team office support with package preparation and mailings
- Attend all team and organization meetings, events and activities, as assigned
- Proofreads and edits reports, records, and other data for accuracy and completeness
- Verifies and follows up on deposits, credit card charges, and provides information to donors and prospective donors as required
- Provides clerical support for board meetings including preparing materials, agendas, and minutes, and making logistical arrangements
- Collaborate with all employees to achieve the mission and fundraising goals of the theatre
- Support grant application process by supplying accurate information
- Create special reports, summaries, and analyses of donor-related data as required
- Assign and train volunteers for events
- Assist with donor events as needed
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging

About You

- 1+ years of experience in development or donor relations required
- Skilled in database navigation, including tracking, exporting, report building and data compilation. Tessitura experience is strongly preferred
- Highly committed to upholding an inclusive environment that is welcoming and accessible to all
- Excellent organizational, written and verbal communication skills
- Strong interpersonal skills and ability to build genuine and longstanding relationships with a range of stakeholders
- Highly proficient with Microsoft Office Suite, including advanced Excel skills
- Proven ability in “people skills,” including building trust and rapport in business relationships with diverse individuals, active listening skills, and tact
- Ability to consistently exercise discretion with confidential information
- Ability to work flexible hours, including evening and weekends, and work onsite as needed
- Ability to pass a background check process that complies with the Fair Chance Employment Ordinance

Physical Skills/Work Environment

While performing the duties of this job, the employee is regularly required to operate a computer and telephone. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment. Must be comfortable with cold calls and other forms of direct, initiated conversation.

Work environment includes a variety of environments typical in a theatrical facility, including administrative office spaces, theatrical spaces, scenic, paint and costume shops, dressing rooms, backstage, break areas, mechanical and electrical rooms, roof top areas, and public spaces.

About ACT

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

Equity and Inclusion

ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

Our Values

Forward Thinking * Quality & Integrity * Learning & Development * Inclusive * Transformative * Civic Minded
* Healthy Relationships & Mutual Respect * Well-being

To Apply

Please send resume to work@acttheatre.org. To request accommodation in the application process, contact work@acttheatre.org .