



## **Development Associate**

### Position Description

#### **Function:**

Full-time position responsible for donor relations and fundraising and donor cultivation events of Skylight Music Theatre. The Donor Associate works closely with the Director of Development, volunteers and event co-hosts to effectively plan and deliver high-quality fundraising events throughout the year. The position also provides individual donor benefits and works with corporate sponsors to ensure benefit fulfillment.

#### **Primary Responsibilities:**

The Donor Services and Special Events manager will successfully:

- Plan, manage and attend all special fundraising and donor cultivation events, including the Skylight's largest fundraiser, the annual Skylight Night Gala. This position is responsible for helping to ensure that all events meet articulated financial and company goals.
- Develop and nurture relationships with volunteers.
- Manage the planning and implementation of the annual United Performing Arts Fund Employee Giving Week. This includes implementing a strategy surrounding events to encourage employee giving.
- Work closely with Business Manager, Marketing team, Grants Manager and Director of Development to administer individual and corporate donor benefits, prepare on-site signage and recognition, and provide excellent donor service.
- Work closely with Marketing staff to coordinate the timing and look of communication pieces, effectively marketing multiple fundraising events throughout the year.
- Coordinate all event details with vendors, including caterers and other service providers, for donor-related events.
- Maintain effective planning and tracking documents, such as spreadsheets, event plans and communication tools, for each event/project.
- Manage Tessitura donor database and produce acknowledgement letters and reports in a timely manner.
- Manage other relative duties as assigned.

#### **Required skills:**

- Strong oral and written communication skills; can effectively coordinate cross-communication among various individuals and groups to attain a goal.
- A collaborative approach to working with colleagues and volunteers.
- Strong attention to detail.

- An ability to prioritize and excel at many different tasks in a fast-paced environment.
- Proficiency in basic administrative computer tasks including Microsoft Office 365. Additional experience with Tessitura, WordFly and InDesign is a plus.
- Flexibility with work hours to accommodate event schedules.
- An ability to avidly promote the goals and mission of Skylight Music Theatre

**Reports to:** Director of Development

Please submit resume and salary requirements to Jim Moore  
([JimM@skylightmusictheatre.org](mailto:JimM@skylightmusictheatre.org))

Resumes will be accepted until the position has been filled.