

Assistant, Development and Administrative

The National Theatre

Posted: September 10, 2019

Location: District of Columbia, United States

Position: Administrative

Field: Arts Administration, Theatre Management, Fundraising, Development, Other fields

Salary: Competitive

Website: <http://www.thenationaldc.org>

Application Deadline: October 10, 2019

Category: Office administration, Other administrative, Fundraising, Development and communications

Employment Level: Full-time

ABOUT THE NATIONAL THEATRE

The National Theatre is the second oldest theatre in the United States and the longest, continuously operating business on Pennsylvania Avenue. The theatre has been the home to over 6,000 performances including a wide array of pre-Broadway tryouts and countless performances by those who rank in the Who's Who of theatrical superstars. Just a few examples of the broad array of talent and notable productions that have performed on our stage include: *West Side Story*, *If/Then*, *Mean Girls*, *Auntie Mame*, *A Funny Thing Happened on the Way to the Forum*, *Fiddler on the Roof*, *Hello Dolly*, *Crazy for You*, Rita Moreno, Idina Menzel, Brian Stokes Mitchell, Sutton Foster, Zero Mostel, Carol Channing, and Angela Lansbury

POSITION SUMMARY:

The Assistant, Development position plays a central role in the successful operation of The National Theatre Corporation (NTC) fundraising program. As part of that program, core responsibilities will include supporting the Director of Institutional Advancement through various development initiatives, maintaining donor information in the prospect-tracking management and membership systems, including correspondence, creation and dispersion of memorandums, thank-you letters, in addition to scheduling, and logistic support as needed. Additionally, this position will support the general operations and assist in the coordination of the community outreach programs. Other duties as assigned. Anticipated work balance is 75% Fundraising support and 25% Operational and Outreach support.

This is a full-time, non-exempt position, located in Washington, DC. This position reports to the Director of Institutional Advancement.

GENERAL RESPONSIBILITIES:

- Provide support for all aspects of donor meetings, including scheduling meetings, orchestrating

donor reports, preparing materials for visits, and managing pre- and post-visit activities, including documentation and data-base entry, cultivation and stewardship activities.

- Provide administrative, organizational support, and execution for donor events, meetings, and Board meetings. Take minutes as needed.
- Process gifts on behalf of the development staff and ensure accurate allocation to funds while maintaining donor confidentiality.
- Facilitate the acknowledgment process to ensure that donors receive thank-you letters and gift receipts in a timely manner, provide weekly gift journal reports to the Director of Institutional Advancement and generate and mail weekly thank-you letters.
- Facilitate signatures for acknowledgements, grant agreements, and other documents.
- Track donor activity, solicitations, pledges, and gifts for the office and prepare reports based on all donor activity.
- Assist Director of Institutional Advancement in expense reporting and provide assistance to other staff members as needed.
- Assist with developing PowerPoint presentations for NTC and major donor meetings.
- Provide support to the Director of Institutional Advancement in the production of electronic and print communications materials.
- Maintain comprehensive files and data, including financial gift records and donor lists, proposals, history, tracking, and accountability reports.
- Leverage NTC's member management system and the CRM to ensure that donor records include accurate gift history, solicitation, and stewardship strategies, and are properly coded to ensure accurate reporting.
- Assist with prospect research activities.
- Perform administrative tasks as needed. Answer phones and general inquiries, fulfill ticket requests, basic filing, and maintain supply inventory.
- Confirm event staff and performers for outreach program performance days, print attendee lists, record attendance, document events via photography and video, and coordinate email campaigns.
- Organize food and supplies, set-up for events, and breakdown and clean up afterwards.
- Track and follow up on performer contracts and obtain performance feedback forms.

EXPERIENCE:

- 1-3 years of relevant experience preferred.
- Excellent communication and interpersonal skills.
- Strong organizational, project, and time management skills.
- Excellent attention to detail.
- Ability to successfully handle multiple priorities while remaining flexible, proactive, and highly professional.
- Ability to liaise with key stakeholders.
- Ability to create, maintain, and produce highly sensitive, confidential information and documents.
- Proficient in Microsoft Word, Microsoft Outlook, Microsoft Excel, PowerPoint, and internet research. Strong CRM and database skills.

EDUCATION:

- Bachelor's degree required. Experience or degree in Arts Administration/Theatre Management preferred.

ADDITIONAL REQUIREMENTS:

- Ability to lift items up to or more than 50 lbs.
- Must be able to work occasional weekend and evening hours as needed.

APPLICATION INSTRUCTIONS:

To apply, please follow the link below. Please submit a résumé and letter of interest highlighting relevant experience to sshaw@nationaltheatre.org. No phone calls please.

EOE/m/f/d/v. No relocation reimbursement is offered at this time.