



Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.

## Stewardship & Events Manager Job Description

Department: Development	Salary: \$50,700
Supervisor: Director of Development	Status: Full time, salary, exempt, benefits eligible
Job Description developed October 2021	Location: Seattle, WA
Desired Start Date: by January 1, 2022	Position Open Until Filled

### Position Overview:

Reporting to the Director of Development, the Stewardship & Events Manager is responsible for maintaining donor relationships; planning and executing all donor engagement events; and helping to manage departmental activities. This position will be a strategic thought partner for the Director of Development in the stewardship of donors and prospective donors and actively contribute to the growth of contributed revenue through one-on-one interaction, events, and all communication deliverables.

### Primary Areas of Responsibility:

**Oversee, execute, and analyze all aspects of donor stewardship to appropriately and effectively engage the donor base**

- Develop and maintain strong relationships in the Taproot patron family
- Ensure that all donor benefits are delivered promptly and consistently
- Serve as initial contact for donors and lead on Development Department email cycle
- Maintain a portfolio of donor prospects, with a goal of moving them into the donor pipeline. Replenish the portfolio of prospects by thinking creatively and strategically about external connections and new opportunities for engagement

**Ensure the impact and effectiveness of all donor stewardship and cultivation events and engagement opportunities**

- In collaboration with the Director of Development, create, plan, and execute all aspects of cultivation and stewardship events for donors and prospective donors; and support other development event needs as well
- Maintain master Development events schedule with responsibility to liaise with other departments to ensure smooth execution of all events; includes budget management
- Work with other departments to ensure opportunities for artistic and program access that align with donors' needs and interests, and prepare targeted outreach communications for these opportunities
- Provide high-level support to ensure effective donor stewardship at fundraising events, including but not limited to the annual Gala, Uncorked, Playmakers Perks, and other special events
- Execute additional aspects of fundraising events, including but not limited to managing live and silent auctions, procuring items for auctions, managing table planning, etc.

**Additional Duties**

- All members of the Development Team attend weekly development and company meetings and participate in other duties as needed and assigned.

**Minimum qualifications**

- Compatibility with Taproot Theatre's mission and values
- BA in Business, Hospitality, Communications, Marketing, Arts Management, or equivalent experience
- One to three years of related experience in event planning as well as donor or subscriber relationship management, program management, or customer service and experience management
- Thorough knowledge of Windows-based computer software and Microsoft Office, including Microsoft Outlook and Word; advanced proficiency with Excel, proficiency with Microsoft 365 and teleconferencing software
- Experience with relationship database systems, including data entry and reporting
- Flexible, quick learner with ability to anticipate department needs and manage multiple tasks and demands simultaneously
- Demonstrated project management and communication skills (written and verbal)
- Demonstrated ability to work effectively and independently as part of a team, and meet deadlines under pressure
- An ability to work some flexible hours as necessary, including evenings and/or weekends for special events, both virtual and in-person (with advance notice)
- A passion for theatre or other performing arts.
- Diplomacy, discretion, and a sense of humor

**Desired qualifications**

- Three to five years of related experience in event planning as well as donor or subscriber relationship management, program management, or customer service and experience management
- Experience with virtual fundraising platforms, event support software, MailChimp, Wordfly or other email services
- Thorough knowledge of Tessitura

**Salary**

- This is a full-time, exempt position with an annual salary of \$50,700

**Equity & Inclusion:**

Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

**Faith Statement:**

Taproot Theatre Company is incorporated as both a non-profit theatre and a parachurch organization. A parachurch organization is a Christian faith-based organization which works outside of church oversight, and across denominations, while carrying out its mission. Currently, all permanent Taproot staff participate in corporate prayer and self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of faith traditions and backgrounds. Taproot Theatre welcomes folks of other faith traditions who are comfortable working in a Christian environment to apply for all open positions and does not discriminate on the basis of religion.

**Physical Requirements:**

This position requires frequent sitting or standing, manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. The work takes place in multiple environments including the Taproot office, theatre, and occasional offsite venues. Must be available on evenings and weekends as needed for performances and events. Occasional work-from-home hours available. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Public Health:**

Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from medical provider.

**To apply, submit a cover letter and resume to Gina Cavallo, Director of Development at [Gina@TaprootTheatre.org](mailto:Gina@TaprootTheatre.org).**

*Taproot Theatre does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.*