



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

## Development Associate Job Description

Department: Development	Salary: \$50,000-55,000
Supervisor: Director of Development	Status: Full time, non-exempt, benefits eligible
Job Description updated December 2023	Location: Seattle, WA
Desired Start Date: January 2024	Application deadline: January 15, 2024

### Position Overview:

Reporting to the Director of Development, the Development Associate is responsible for maintaining and analyzing 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 engage the donor base appropriately and effectively.**

- Develop and maintain strong relationships in the Taproot patron family.
- Serve as initial contact for donors and lead on Development Department communications.
- Develop, maintain, and analyze a portfolio of major donors. Develop a similar portfolio for mid-range donors with a goal of moving them into the major donor pipeline.
- Assist in the creation of a formal planned giving program and other donor focused programs.

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

- In collaboration with the Director of Development and Patron Services Manager, create, plan, and execute all aspects of cultivation and stewardship events for donors and prospective donors.
- Maintain master Development events schedule with responsibility to liaise with other departments to ensure smooth execution of all events, includes project budget management.

- Provide high-level support to ensure effective donor stewardship at fundraising events, including but not limited to, the annual Gala, Uncorked, Taproot on Tap, 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.

#### **Management of Development records in the Tessitura database.**

- Assist the Development Operations Coordinator with the processing of donations, production of reports and lists, data entry into donor iWave records, and other tasks as needed.
- Expand on Tessitura's analytics to form focused reports on donor information, history, patterns of giving, and potential.

#### **Additional Duties**

- 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 Visual or Performing Arts, Business, Hospitality, Communications, Marketing, Arts Management, or equivalent experience.
- Two to three years of relevant experience in development as well as donor or subscriber relationship management, project management, event planning, and customer service experience.
- Thorough knowledge of Windows-based computer software and Microsoft Office, including Microsoft Outlook, PowerPoint, and Word; advanced proficiency with Excel and Sharepoint, proficiency with Microsoft 365 and teleconferencing software; familiarity with Asana or other project management software is helpful.
- Experience with relationship database systems, especially Tessitura, including data entry and reporting.
- Proactive, 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.
- Ability to provide exceptional customer service via telephone, email, social media, and one-on-one and group conversations.
- An ability to work some flexible hours as necessary, including evenings and/or weekends for special events.
- A passion for theatre or other art forms.
- Diplomacy, discretion, and a sense of humor.

**Desired qualifications**

- Three to five years of relevant experience in development or event planning as well as donor or subscriber relationship management, project management, or customer service experience.
- Experience with event support software, MailChimp, Wordfly or other email communication platform.
- Thorough knowledge of Tessitura.

**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 religious organization. Our organization operates outside of church oversight and across denominations. Staff at or above the director level are asked to confirm their Christian faith, and at present, permanent Taproot staff at all levels are invited, but not required, to participate in corporate prayer and many, but not all, self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of backgrounds and faith traditions.

**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.*