

DEVELOPMENT MANAGER

Theatre Aspen

DESCRIPTION

Development Manager

Theatre Aspen seeks a Development Manager to join our three-person development team. This individual will provide support to Director of Development and will work in tandem with the Director of Special Events to effectively deliver the day-to-day operations of the department. The ideal candidate will be exceptionally detail oriented, have a background in fundraising, a passion for theater, a working knowledge of both commercial and non-profit theatre and experience with a donor tracking database such as Patron Manager or OvationTix.

The person in this position may be based in New York City or in Aspen, CO.

If based in New York, they will be required to relocate to Aspen from roughly Memorial Day to Labor Day (travel and housing provided by Theatre Aspen).

If based in Aspen, there may be one or two trips to New York City per year. Aspen based candidates should expect to be flexible with their work hours due to the time zone difference.

Duties:

- Numerical tracking of donations;
- Significant correspondence with donors;
- Drafting and execution of thank you notes for donors;
- Data analysis, tracking and input of donations;
- Creating analysis reports;
- Assist with the management, planning and execution of fundraising campaigns;
- Manage systems for gift entry and donor acknowledgments;
- Assist with building and distributing any reports for campaigns, board meetings, etc.
- Conduct individual donor research, source foundation and government funding;
- Research, execution and follow through on grant applications;
- Assist with planning and execution of special events such as the annual gala and NY Theater Trip;

Qualifications:

- A Bachelor's degree or equivalent experience
- Excellent written communication skills and phone etiquette
- Interest in learning as you go
- Proficient in Office, Google suite, and social media platforms.
- Extremely organized with a sharp attention to detail
- Must love dogs (the Theatre Aspen office is full of them!)

- Valid Driver's License preferred

Theatre Aspen understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.

Salary range for this entry-level position is \$60k plus extensive benefits. Some weekend and evening hours required.

Theatre Aspen is an Equal Opportunity Employer, committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Please send resume, cover letter, and three references to: michael@theatraspen.org