Development Associate Position Description

The Theater Offensive seeks a dedicated, creative, detail-oriented individual to provide administrative support as the Development Associate. The Theater Offensive is an equal opportunity employer. People of Color, members of the LGBTQ community, people with disabilities, and women-identified candidates are highly encouraged to apply.

About The Theater Offensive

The Theater Offensive is a social change organization focused on queer and trans people of color (QTPOC) and their allies that uses theater and the creative process as a cultural organizing tool. Founded in 1989 by a group of artist-activists, TTO grew out of a queer street theater troupe in Boston. Throughout its history, TTO has used bold art to challenge the status quo and help LGBTQ individuals break through personal isolation. TTO is at a pivotal moment in its history, with new shared organizational leadership, a new staffing structure, a new mission, and a new strategic plan. This is a great moment of discovery and the organization is looking for candidates interested in creating a QTPOC organizational culture that centers our 5 core values: OUTness, Design Justice, Shared Power, Youth Leadership, and Experimentation and Innovation. The next few years of our strategic plan focuses on research, discovery, planning, transformation, and legacy. The new mission will guide the organization forward: to present liberating art by, for, and about queer and trans people of color that transcends artistic boundaries, celebrates cultural abundance, and dismantles oppression.

Position Description

The Development Associate (DA) reports to the Associate Managing Director (AMD)/Development & Communications Director. The DA plays an important administrative role in coordinating key activities that will help the organization achieve its fundraising and communications goals. This includes scheduling the grant process, maintaining an up-to-date donor database and donor files, and assisting with fundraising and communications related events.

The successful candidate brings a strong interest in the mission of The Theater Offensive combined with the ability to multitask, while adhering to deadlines.

Grant Coordination & Administration

- Coordinate the scheduling of all grant activities, including grant idea brainstorm sessions, application review, and site visits
- Manage and maintain upkeep of grant calendar and grant files
- Assist DC and team with grant research and corporate funding research, as assigned
- Work with DC and team to determine workflow of grant writing and reporting process, ascertaining if grant writing be conducted in-house or by a grant writer consultant
- Maintain accurate up-to-date information (e.g. up-to-date contact information, application and reporting deadlines) for all grants in the DonorPro and Grants databases.
- Maintain accurate electronic and hard copy documents and reports of grants in filing system

Database Maintenance

- Enter gifts into the donor database in a timely, accurate fashion, and send out Thank You/tax letters
- Work with Dev/Comm Team to ensure that all communications with donors are recorded in database
- Work with DC to create and produce timely donor reports, including lists for mail merges

Communications

- Coordinate, schedule, and execute social media plan and weekly posting in collaboration with DC and team
- Upload new contact information to Donor Pro and Constant Contact, ensure accurate list management
- Maintain and update org website
- Help with mailings and other direct communications methods

Other Development and Communications Responsibilities
• Assist with fundraising and program-related events logistics, including event registration, set-up, and dropping off/picking up materials
• Process and file check requests for department
• Assist office with phone answering and office upkeep
• Other duties as assigned.

Qualifications
• Demonstrated professional experience, ideally in a fundraising or administrative environment.
• Bachelor’s Degree a plus
• Familiarity with grant writing and fundraising operations is a plus
• Experience working with databases, donor or customer management software, or other demonstration of excellent technical skills (DonorPro and FileMaker experience a plus).
• Experience handling multiple tasks, with strong follow-up and follow-through
• Experience writing business correspondence and reports with high level of quality and attention to detail
• Excellent organizational and project management skills
• Excellent writing and verbal skills
• Significant attention to detail
• Ability to manage multiple deadlines and projects
• Proficiency in Microsoft Office Suite (Excel, Word, and PowerPoint)
• Demonstrated interest in The Theater Offensive’s Mission
• Willingness to grow and learn new skills
• A team player

Application Deadline: November 1, 2019
Start Date: December 1, 2019 (tentative, can be negotiable)
Position Type: Entry Level, Full-Time, Non-Exempt
Compensation: $35,000-$40,000, commensurate with experience
Benefits: Health Insurance, plus paid vacation, holidays, sick and personal time

How to Apply:
Resumes will be reviewed as they are received. Candidates are strongly encouraged to submit their materials as soon as possible. Interested candidates are invited to submit a resume and a cover letter (Microsoft Word or PDF Format), where you learned of the position, and a description of how your qualifications and experience match the needs of TTO. Please submit materials via email to apply@thetheateroffensive.org with the subject line “Development Associate” by November 1, 2019. All submissions are confidential until the finalist round. Please DO NOT call or drop in.