Development Coordinator

Position: Full-time, non-exempt.
Salary: $55,000/year.
Benefits: Fully paid health insurance, holidays, 15 vacation days, 5 sick days, and 5 days of personal time. Professional development funds are given to all employees as well as a 401(k)-employer contribution (as funds allow). Flexible summer schedule. Opportunity to join staff-created affinity groups/employee resource groups. Access to monthly lunch meetings for non-profit financial professionals.

This position provides hybrid work flexibility with the occasional need to work weekends or evenings as events and other activities may require.

Organization Information
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, as we conduct a national search for a new Executive Director and prepare to build our first-ever permanent home in the Fenway - the largest theater in the world owned and operated by queer and trans people of color. 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. Our mission will continue to 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.

Candidate Profile and Skills Required
The Development Coordinator (DC) reports to the Director of Development and Communications (DDC). The DC plays a key role in Development activities to achieve the organization’s fundraising goals. This includes supporting grant activities and twice-yearly appeal processes, assisting with key donor relations and donor activities, and maintaining an up-to-date donor database and producing donor reports.

The successful candidate brings a strong interest in the mission of The Theater Offensive combined with the ability to multitask, while adhering to strict deadlines. The candidate should have a minimum of 2 years of professional experience, good time management, professionalism, and excellent written and verbal communication skills. The candidate should be prepared to work in a highly collaborative team environment that encourages individual initiative and self-starting. Proficiency in Microsoft Office Suite (Excel, Word, and PowerPoint) and Google Suite are a must. And the candidate must be able to handle confidential financial and organizational information with discretion.
Responsibilities

- Support with drafting copy for appeals, grants, grant research, and other fundraising activities.
- Generate and send acknowledgement letters to individual donors.
- Coordinate and manage logistics for TTO fundraising events.
- Support Director in executing Capital Campaign activities, including site visits, meetings, donor events.
- Collaborate with Development Operations Manager to manage email lists, data collection, and regular data cleaning in the database.
- Support the department in meetings as needed, including preparing briefings, compiling materials, and taking notes.
- Other duties to ensure the smooth running of the department.

Experience

- Bachelor’s degree and/or minimum of 2-3 years of professional experience, ideally in a fundraising environment.
- Experience working with databases, donor or customer management software, or other demonstration of excellent technical skills (SalsaCRM, DonorPro and FileMaker experience a plus).
- Experience handling multiple tasks, with strong follow-up, follow-through and attention to detail.
- Experience writing business correspondence and reports with a high level of quality and attention to detail.

Application Information

Candidates should email a resume and cover letter in a single PDF file with “Development Coordinator” in the subject line to apply@thetheateroffensive.org. No phone calls, please. Incomplete applications will not be considered, and we will respond only to those applications in which we have interest. Note: 1-2 writing samples will be requested if the candidate advances to the second interview.

Application Deadline

Hiring immediately and applicants are encouraged to submit their materials as soon as they are able. TTO will review on an ongoing basis until the position is filled.

An Equal Opportunity Employer

TTO provides all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, disability, age, veteran or marital status or any other characteristic protected by federal, state, or local law. Members of the LGBTQ community, People of Color, and residents of Dorchester, Roxbury, Jamaica Plain, and the South End are strongly encouraged to apply.