



SHAKESPEARE THEATRE OF NEW JERSEY (STNJ)

Development Associate – Institutional Giving

\$50,000 – \$60,000 annually plus benefits

Start Date: March 4, 2024 or sooner

POSITION SUMMARY:

The Shakespeare Theatre of New Jersey, one of the nation's most prestigious classical theatres, seeks a *Development Associate — Institutional Giving* to join its development team. This position provides support for the Director of Development in managing all aspects of the organization's fundraising, but focuses primarily on researching, writing, and submitting corporate, foundation, and government grant proposals for the Theatre.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Identification, cultivation and stewardship of corporate, foundation and government supporters
- Research of corporate, foundation and government funding prospects and opportunities, both for general program support and capital needs; make recommendations to senior management
- Develop relationships with corporate, foundation and government prospects/donors
- Draft corporate, foundation and government grant proposals, gift acknowledgements, and reports; gather information/input from other departments as needed
- Maintain master calendar of all proposal and reporting deadlines
- Work cross-departmentally with marketing, education, etc. to maintain up-to-date/accurate reporting data
- Observe the implementation of granted programs and act as liaison to department heads to ensure compliance with grantor's requirements
- Help plan and implement corporate, foundation and government cultivation events/special receptions
- Oversee appropriate and required recognition of all corporate, foundation, and government supporters
- Provide support for Director of Development as appropriate
- Assist the *Development Associate — Individual Giving and Events* with the organization and management of all special events, including opening nights and the annual gala
- Work with full staff to brainstorm and implement new projects and ideas
- Assist with other projects as assigned

SKILLS AND EXPERIENCE:

- Bachelor's degree and minimum of two years of experience in development or related field

- Excellent presentation, writing, and editing skills; grant writing experience is strongly preferred
- Computer proficiency in Microsoft Office suite (Word, Excel, etc)
- Excellent time management skills and the ability to manage multiple deadlines
- Strong interpersonal skills and the ability to work well as part of a team
- Knowledge of Theatre Manager or other donor database program preferred but not required

ADMINISTRATION

- Enter institutional donations into Theatre Manager (our database system) on a daily basis
- Generate acknowledgments for grants from corporate, foundation, and government sources
- Assist with acknowledgments for all special events as needed
- Act as concierge for institutional donors and Trustees, assisting with ticketing needs
- Assist with donor roster for production programs
- Maintain and generate mail lists (including Trustee and Artistic Director personal contacts) and donation reports as needed
- Assist with preparation for Board meetings as needed
- Attend Board meetings and assist with minutes as needed
- General filing and administrative work for Director of Development as needed
- Work with other development staff to oversee department interns
- Other projects as assigned by Director of Development and Artistic Director as appropriate

QUALIFICATIONS:

- Bachelor's Degree and a minimum of two years in Development or a related field
- Ability to work night and weekend events as needed
- Excellent administrative skills
- Strong organizational skills and attention to detail
- Excellent time management skills and the ability to work well in a fast-paced, deadline-oriented and goal-driven environment
- Experience planning events and working with vendors
- Strong interpersonal and communications skills
- Ability to work independently and as part of a team
- Computer literacy, including proficiency in Microsoft Word and Excel, and experience with ticketing software

COMPENSATION:

Pay range for this position is \$50,000 - \$60,000 (dependent upon experience) with benefits including healthcare, dental, vision, life insurance, and paid time off. Full-time, on-site. Immediate hire.

APPLICATION PROCESS:

Applicants are strongly encouraged to provide writing samples with their resume. Qualified candidates should submit cover letter, resume, and (3) three references to:

The Hiring Department
 The Shakespeare Theatre of New Jersey
Employment@shakespearenj.org

No phone calls, please.

ABOUT THE THEATRE:

The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, classic theatres, serving thousands of constituents annually through its work on its two stages, and through a large array of education programs.

MISSION:

STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

CAREER LEVEL: Mid-level

YEARS OF EXPERIENCE: 2+ years

REPORTS TO: Director of Development

WORK LOCATION: onsite; some virtual available

DEGREE: College degree required; related work experience preferred.

SCHEDULE: Full-Time

DESIGNATION: Exempt

INCLUDES: Health Plan, PTO, Retirement Plan

The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.

January 8, 2024