

A NOISE WITHIN Development Manager

A Noise Within, California's premier classical repertory theatre, is currently seeking a Development Manager. The Development Manager plays an important role by providing overall management of A Noise Within's annual fund effort through direct mail appeals (3 per year) and online solicitations as well as overall administrative support to the Development Director. Under the supervision of the Development Director, the Development Manager will participate in all fundraising activities including but not limited to: donor relations, direct mail appeals, database management, gift processing and acknowledgments, prospect research and special events.

Requirements:

- Bachelor's degree required
- At least 2-3 years' prior experience in development, preferably in annual fund or membership
- Must have exemplary writing skills
- Prior Experience with Customer Relationship Management or Fundraising Database preferred
- Proficiency in Microsoft Office (Word; Excel; PowerPoint) required
- Excellent organizational skills and attention to detail
- Ability to meet deadlines while managing multiple projects
- Ability to work both independently and in a team
- Excellent interpersonal skills

RESPONSIBILITIES

- Manage all annual fund direct mail solicitations and online campaigns from creation to execution
- Maintain ANW's customer relationship management database ensuring all donor information and details are current and correct
- Coordinate segmentation and creation of all mailing lists for fundraising events, mailings, etc
- Provide administrative support for all fundraising campaigns, board committees and events
- Support individual giving efforts and board recruitment by researching and analyzing prospects
- Assist with setup for, attend and produce minutes at relevant Board Committee meetings
- Process and acknowledge all donations
- Organize and maintain both electronic and hardcopy filing systems for individuals, corporations, and government agencies
- Support the fulfillment of all individual and corporate donor benefits
- Maintain calendar of proposal and report deadlines, assuring that funders receive timely submissions
- Assist with developing and fulfilling terms of corporate sponsorship agreements
- Assist in preparing acknowledgement letters and other correspondence
- Create monthly fundraising reports and other database reports as needed
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Act as face of the department – answer phones – screen development inquiries and respond to general development emails
- Provide calendar support including scheduling of meetings, conference rooms, donor events, and outside facilities
- Maintain budget tracking and processing of invoices and expense reports
- Operates standard office equipment and uses required software applications
- Perform other duties as assigned

This is a permanent full-time non-exempt position. Salary is 37,500 - \$41,500 (\$18 - \$20/hour). Full benefits provided.

To apply, send a resume and cover letter, along with 3 references to Amy Nance, Development Director, anance@anoisewithin.org. Please include "Development Manager" in the email subject line.

A Noise Within is an equal opportunity employer.