



Taproot Theatre is now accepting applications for the position of **Development Associate**. This is a 25-hour/week position and reports to the Director of Development.

Scope & Principal Responsibilities

- Data Entry
 - Donation entry, receipting, and acknowledgment
 - Database management and reporting
 - Manages Donor Advised Funds, Indirect Giving, and Matching Gifts
- Communications
 - Coordinates and executes mailings
 - Drafts copy for print and email donor newsletters
 - Drafts copy for print and electronic solicitation collateral
 - Drafts copy for Development pages in the ENCORE program
 - Maintains and updates donor wall listings
 - Maintains and updates website and online donation form copy
 - Coordinates with Creative Marketing Specialist for collateral design needs
- Fundraising & Donor Stewardship Events
 - Drafts event copy for print and electronic event collateral
 - Coordinates with Production Stage Manager for space reservation, staffing, and set-up needs
 - Assists in timeline organization and event prep
 - Manages event registration and check-in
- Departmental Organization
 - Maintains and updates team's Asana projects, tasks, and deadlines
 - Assists in planning annual communications calendar
 - Monitors and orders Development-related office supplies

Qualifications

Identification with and appreciation for Taproot's mission including a love of theater and strong resonance with our faith-based values.

- BA in journalism, English, creative writing, or related field OR ability to demonstrate exemplary writing skills.
- Previous nonprofit and/or communications experience preferred.
- Proficiency in MS Office programs.
- Proficiency with databases, preferably Patron Manager/Salesforce, or willingness to learn new systems.
- Capacity to work independently and as part of a team to fulfill goals of the department.
- Excellent organizational and time-management skills, with attention to detail, accuracy, and pacing.
- Strong sense of creativity, humor, and innovation

Compensation

Hourly rate, DOE

Contact

Qualified candidates are invited to submit a cover letter and resume by email to Development Director, Bonita Hagbom bonita@taproottheatre.org with "Development Associate" in the subject line, or by mail to Taproot Theatre, Attn: Bonita Hagbom, PO Box 30946, Seattle, WA 98113.