



*Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.*

## **Donor Relations Manager Job Description**

Department: Development	Salary: \$25-27/hour
Supervisor: Director of Development	Status: 40 hours per week, hourly/non-exempt, benefits eligible, some evenings & weekends
Job Description Created: September 2025	Location: Seattle, WA (onsite, in-person)
	Position open until filled

**Position Overview:** The Donor Relations Manager is a strategic relationship-focused role within the Development Department. This role is responsible for maintaining and analyzing donor relationships, planning and executing all donor engagement events, and helping to manage departmental activities. This position will be a strategic thought partner for the Director of Development in the stewardship of donors and prospective donors and actively contributes to the growth of contributed revenue through one-on-one interaction, events, and all communication deliverables. This is a dynamic role, ideal for someone who thrives in collaboration, creativity, and curiosity, and is passionate about the arts.

### **Primary Areas of Responsibility:**

**Oversee, execute, and analyze all aspects of donor stewardship to engage the donor base appropriately and effectively.**

- Develop and maintain strong relationships in the Taproot patron family.
- Serve as initial contact for donors and lead on Development Department communications.
- Develop, maintain, and analyze a portfolio of major donors. Develop a similar portfolio for mid-range donors with a goal of moving them into the major donor pipeline.
- Assist in the creation of a formal planned giving program and other donor-focused programs.
- Work with Producing Artistic Director and Associate Artistic Director to coordinate one-on-one meetings with donors and representatives from foundations, including follow-up documentation.

**Ensure the impact and effectiveness of all donor stewardship and cultivation events and engagement opportunities.**

- In collaboration with the Director of Development and other relevant staff, create, plan, and execute all aspects of stewardship events for donors and prospective donors.
- Maintain master Development events schedule with responsibility to liaise with other departments to ensure smooth execution of all events, including project budget management.

- Provide high-level support to ensure effective donor stewardship at fundraising events, including but not limited to, the annual Gala, Uncorked, donor thank you event, and additional events as planned.
- Execute preparatory aspects of fundraising events, including but not limited to, managing live and silent auctions, procuring items for auctions, managing table planning, securing rentals and vendors, sponsor benefit fulfillment, etc.

#### **Management of Development records in the Tessitura database.**

- Assist the Development Operations Coordinator with the processing of donations, production of reports and lists, data entry into donor iWave records, and other tasks as needed.
- Expand on Tessitura's analytics to form focused reports on donor information, history, patterns of giving, and philanthropic potential.
- Create and maintain records for metrics, attendance, and other documentation required for grant applications.

#### **Other Responsibilities**

- Read all season play selections prior to opening night.
- Participate in weekly team and company-wide meetings.
- Attend and actively support all opening nights and special events as assigned.
- Complete other duties as needed.

### **Qualifications/Skills:**

#### **Required:**

- Compatibility with Taproot Theatre's mission and values.
- Excellent interpersonal and communication skills—written, in-person, and over email and phone.
- One or more years of relevant experience in development or patron services to include donor or subscriber relationship management, project management, event planning, and/or customer service experience.
- Familiarity with Microsoft Office; familiarity with Asana or other project management software is helpful.
- Experience with relationship database systems, especially Tessitura, including data entry and reporting.
- Proactive, flexible, quick learner with ability to anticipate department needs, and manage details across multiple projects.
- Demonstrated project management skills.
- Comfort with working both independently and as part of a team.
- An ability to work some flexible hours as necessary, including evenings and/or weekends for special events.
- Curiosity, initiative, and a drive for continuous improvement.

#### **Preferred Qualifications/Skills:**

- Three to five years of relevant experience in nonprofit development or event planning as well as donor or patron relationship management, project management, or customer service experience.
- Familiarity with theatre, arts nonprofits, or Seattle's cultural sector.

- Experience with event support software, Wordfly or other email communication platforms.
- Thorough knowledge of Tessitura.

**Equity & Inclusion:** Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

**Faith Statement:** Taproot Theatre Company is incorporated as both a non-profit theatre and a religious organization. Our organization operates outside of church oversight and across denominations. Only staff at or above the director level are asked to confirm their Christian faith. Taproot staff at all levels participate in corporate prayer, but may choose not to participate in these customs. Taproot staff represent a diversity of backgrounds and faith traditions.

**Physical Requirements:** This position requires frequent sitting or standing; manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. Much of the work is required to be done onsite at Taproot Theatre with frequent visits to external environments as needed. Work schedule is generally Monday-Friday; must be available on evenings and weekends as needed for performances and events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**To Apply:** Submit the following to Gina Cavallo, Director of Development, at [Gina@TaprootTheatre.org](mailto:Gina@TaprootTheatre.org): Cover letter, resume, three professional references.

*Taproot Theatre does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.*