



## **JOB DESCRIPTION: Development Programs Manager**

The Geffen Playhouse, a non-profit theater arts organization, has an immediate opening for an experienced Development professional to provide direct support to the Senior Vice President of Development. The person hired will be a skilled writer, communicator, and team player and will have a passionate belief in the organization's mission and programs.

Reporting to the Senior Vice President of Development (SVP), the qualified candidate will be responsible for executing daily administrative tasks, preparing a variety of relevant documents, and supporting various Development Department campaigns, events and programs.

### **Primary responsibilities include:**

- Maintain grants and reporting calendar;
- Draft highly accurate and customized acknowledgement letters in a timely manner for all foundation, corporate and major gifts;
- Compile and draft funder reports that are compelling, complete, timely, and accurate;
- Maintain updated Geffen Playhouse documents (e.g. supplemental documents, required attachments) for inclusion in proposals, reports, and donor events;
- Accurately proof all proposals, reports, letters, emails and other documents as directed;
- Submit annual report to the Cultural Data Project (CDP);
- Respond to and fulfill inquiries for House Seats and other needs from major donors (including Board, Advisory Board Members), foundations and corporations;
- Support strategies to strengthen relationships with existing foundation and corporate supporters and with major donors (Board & Chairman's Circle members) and prospects;
- Maximize the SVP's time by scheduling appointments, reminding the SVP of schedule and deadlines, setting conference calls, maintaining Outlook calendar and contacts;
- Serve as liaison to SVP while exercising diplomacy and good judgment when dealing with Board members, Geffen Playhouse donors and staff, vendors and consultants;
- Manage in-house mailings;
- Manage the printing and mailing of the Backstage at the Geffen Host Committee proposals and assist with follow-up;
- Assist in the launch and support of new campaigns;
- Provide support for corporate, foundation and major gift events;
- Perform other Development Department duties as assigned or needed, including attending and supporting fundraising and education program events.

### **Requirements:**

- Bachelor's degree and a minimum of 5 years of experience in non-profit development;
- Excellent writing, research, proofreading, and analytical skills;
- Very high level of organization skills and detail-orientation, with experience using those skills in fast-paced office settings;
- Adept at creating presentations and summarizing data, including ability to present information in a variety of formats;
- Clear arts aesthetic that is aligned with the organization;
- Experience and comfort with budgets and financial data;
- High degree of comfort and literacy with computers and online tools, in particular Word, Excel, and Internet research;
- Demonstrated ability to coordinate complex projects involving multiple personnel;
- Mature judgment, with a high level of personal and professional integrity and trustworthiness;

- Prior success working closely and building relationships with diverse groups of people;
- Experience using Audience View or other donor database software is preferred;
- Ability to work some evenings and weekends;
- Experience with Quark and InDesign is a plus;
- Experience with planned giving and/or Crescendo is a plus.

The Geffen Playhouse is a special place full of upbeat, talented individuals who are always willing to lend a hand. The Development department works as a team with roles that grow and adapt to match the strengths of each individual. For example, the biggest fundraising event of the year – *Backstage at the Geffen* – is an organization-wide effort with each member taking ownership for the entire event in addition to their specific areas of responsibility.

The ideal candidate should be able to provide support for complex grants with organization and writing that tells compelling, inspiring stories of our Education Programs and our Artistic endeavors. The individual must also be willing and able to roll up her or his sleeves and do less glamorous tasks (like a large, multi-piece mailing) with grace and pride. Being a team player with patience and an ability to work with all personalities is key. Also, it is important to possess an eagerness to understand how the organization works and be patient but enthusiastic to take on new responsibilities as they adapt to the team and the organization.

**Compensation:**

Commensurate with experience; includes health, dental, vision and 401(k).

**To Apply:**

Send resume, two references, two writing samples, and a cover letter describing why you want to help support and advance the mission and programs of the Geffen Playhouse to:  
EllenC@geffenplayhouse.org.

EQUAL OPPORTUNITY EMPLOYER