

Development Associate, Individual Giving

The Public Theater is seeking Development Associate, Individual Giving to join our energetic, enthusiastic, and passionate Individual Giving team. This role will assist the Director of Individual Giving in the development, implementation and management of an institution-wide stewardship program designed to foster and nurture long-term, meaningful relationships between The Public Theater and its donors.

Key Responsibilities:

- Build and maintain relationships with donors/prospects via phone calls, ongoing written contact, personalized emails and events
- Manage and monitor all ticketing for donors and Trustees over email
- Manage Broadway House Seat process
- Oversee Development ticket holds for popular shows in Joe's Pub
- Liaison with the Call Center
- Donor renewal extraction and list management
- Assisting with mailings and acknowledgements
- Work with Individual Giving and Events team on inviting donors and sending out reminders to events
- Write customized acknowledgment letters and invitations
- Analyze effectiveness of current processes and strategize methods for improvement
- Staffing Partner events, engaging with donors (typically evenings)

Requirements:

The ideal candidate will:

- Have experience using a CRM database (preferably Tessitura)
- Have experience handling a wide range of support related tasks and will be able to work independently with precision and little supervision.
- Connect with donors on a personal level (on the phone and at events, etc.)
- Must be exceedingly well organized, detail-oriented, and flexible
- Be able to anticipate needs and adapt to changing priorities
- The ability to interact with staff at all levels, remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.
- Approach each responsibility with a positive attitude

Excellent written and verbal communication skills and attention to detail are equally important. Must be able to work as part of a team. Strongly prefer: 2+ years' experience, strong knowledge of Word, Excel, and Outlook. Knowledge of and passion for theater and the arts in NYC a plus.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a non-exempt full-time position, according to the Fair Labor Standards Act, and is eligible for over-time. Please send a cover letter, resume, and salary expectations to: jobs@publictheater.org.