

Job Posting (April 2017)

Development Assistant

Full-time, Non-Exempt

The Opportunity

California Shakespeare Theater (Cal Shakes) seeks an individual who has a passion for and interest in learning more about nonprofit fundraising to serve as our **Development Assistant**. A lover of numbers and data, the Development Assistant should have experience with databases and an aptitude for financial management as well as an interest in nonprofit work. This is an excellent opportunity to play a key role in the fundraising operations of a nationally recognized regional theater.

Our Mission

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

The Organization

We are a nationally recognized regional theater with offices in Berkeley, an outdoor performance venue in Orinda, and education and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

We have an inclusive work environment and actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our communities to apply.

Essential Duties and Responsibilities

- Process all contributions in our primary donor database (AudienceView), manage gift records, and prepare timely gift acknowledgements to individual donors, grant funders and corporate sponsors
- Process gala-related payments and donations in Greater Giving, our event software
- Manage and produce segmented mailing and lead lists; track response rates and donation revenue
- Create Business Intelligence reports to support donor stewardship and benefit fulfillment, including a monthly contributed income report
- Conduct daily cash reconciliation with the Box Office during the performance season, and monthly revenue reconciliation for financial statements with the Finance Director
- Participate with other AudienceView users in developing data management policies and procedures, and ensure the integrity and confidentiality of Cal Shakes constituent databases
- Support fulfillment of donor benefits
- General support of development related events and activities

Qualifications and Skills

- A minimum of one year of demonstrated success in an administrative role with database experience and an ability to manage financial and quantitative data
- Experience working with a nonprofit donor database preferred
- Experience working with nonprofit organizations preferred
- A respect for diverse backgrounds and voices, and a commitment to inclusion and equity
- A positive attitude and demonstrated ability to manage multiple activities and responsibilities in a highly engaged environment
- Tact and diplomacy regarding confidential information

- Basic proficiency in Word, Excel, and web-based research, and can quickly learn new software programs

Special Environmental Factors

- Work in an office environment, sustained posture in a seated position for prolonged periods of time
- Open, lively office setting
- Position requires occasional evening and weekend hours, particularly during the performance season
- Significant periods of time doing data entry and other database work
- Filing and related paperwork involving reaching and bending
- Theater is open-air; activities may require extended standing and walking on uneven surfaces

Supervision: The Development Assistant reports to the Director of Philanthropy

Compensation: Salary (DOE) plus a comprehensive benefits plan including medical and dental insurance, 403(B) plan, vacation, sick leave and holidays.

Application: Email your cover letter, resume, and desired salary range to opportunities@calshakes.org.