

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

**Position Title:**  
**Philanthropy Assistant**  
**Full-Time, Non-exempt**

## Position Overview

California Shakespeare Theater (Cal Shakes) seeks an individual who has a passion for and interest in learning more about nonprofit fundraising to join the philanthropy team as our **Philanthropy Assistant**. A lover of numbers and data, the 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.

## About Cal Shakes

**Description:** With offices in Berkeley, a 545-seat 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 multitude of audiences, artists, and learners throughout the Bay Area. Cal Shakes strives for an inclusive work environment and works to actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other systematically underrepresented groups in our communities to apply.

**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.

**Equity, Diversity, and Inclusion (EDI) Statement:** At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

## Duties and Responsibilities

- Process all contributions in our primary donor database (AudienceView), manage gift records, and prepare timely gift acknowledgments to individual and institutional donors.
- Process gala-related payments and donations in Greater Giving, our event software.
- Oversee donor recognition programs, creating systems to support moves management through frequent donor contact and acknowledgment, and write copy for template communications.
- Coordinate content for Philanthropy sections of newsletters, playbills, and website.
- 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 monthly revenue reconciliation with the Finance department, as well as provide audit support.
- Manage the integration of ancillary fundraising software (e.g. Greater Giving and MobileCause) into department systems.
- Participate with other AudienceView users in developing data management policies and procedures, and ensure the integrity and confidentiality of Cal Shakes' constituent databases.
- Support Donor Stewardship & Events Associate to ensure the successful execution of all philanthropy related events and engagement activities.
- Provide general support for the department and the Director of Philanthropy, as needed.
- Other duties as assigned.



701 Heinz Avenue, Berkeley CA 94710  
[www.calshakes.org](http://www.calshakes.org)

## **Preferred Qualifications**

You are an ideal candidate if you possess:

- 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.
- Experience working with nonprofit organizations.
- Flexibility and demonstrated ability to manage multiple activities and responsibilities in a highly engaged environment.
- Tact and diplomacy regarding confidential information.
- Proficiency in Microsoft Office and web-based research, and can quickly learn new software programs.

## **Special Environmental Factors**

- There are two locations (occasionally travel is required between them):
  - Fast-paced, open office environment, frequent interruptions, background noise. It shares space with shops that use industrial products and power tools.
  - Outdoor theater space with hills, uneven terrain, and environmental factors (wind, weather, etc.).
- Some areas in both locations have limited accessibility, please feel free to ask for more specifics.
- 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.

## **Reports to:**

Director of Philanthropy

## **Compensation:**

\$15-\$18/hour depending on experience, plus benefits plan including medical, dental and vision insurance, vacation, sick leave and holidays.

To apply online, [[Philanthropy Assistant job post](#)] or send resume and cover letter to: [opportunities@calshakes.org](mailto:opportunities@calshakes.org) with subject line:

“Philanthropy Assistant Search.”

