

JANE JONES

Founder, Founding Co-Artistic Director

MYRA PLATT

Founding Co-Artistic Director

KAYTI BARNETT-O'BRIEN

Managing Director

DEVELOPMENT ASSOCIATE

Department: Development

Reports to: Director of Development

Full-time; exempt.

Salary: \$33,000-\$36,000; Comprehensive benefits package includes: medical, vision, and dental insurance; and paid time off.

POSITION SUMMARY: Book-It's Development Associate is an integral member of the Development team with primary responsibility for donor database administration, data entry, direct mail, report preparation, and special event support. The Development Associate interacts with donors, board members, and volunteers.

QUALIFICATIONS: Strong passion for the arts and theatre. Excellent organizational and communication skills on the phone, in person, and in writing. Must be detail oriented. Experience with database administration; Salesforce/Patron Manager experience a plus. Bachelor degree preferred.

Primary Responsibilities:

- Responsible for donor data entry, donor acknowledgements, reporting, and tracking of gifts.
- Ensure database information is accurate and up to date.
- Maintain development files and records.
- Responsible for mass email appeals, invitations, and outreach.
- Produce direct mail appeals.
- Collaborate with communications staff to build and implement digital fundraising strategies.
- Assist with specific activities related to implementation of special events, including mailings, reservations, day-of-event support, gift tracking, and auction item procurement.
- Assist with the production of grants and other correspondence.
- Provide administrative support for development office; including communication with board and committee members, and general public.
- Participate in the development and implementation of development office planning efforts, including calendar and deadline tracking, policies and procedures, and implementation of goals.

Requirements:

- Bachelor's degree or equivalent.
- Excellent verbal and written communication skills.
- Professional demeanor, flexible, and able to respond to multiple demands.

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- Able to work independently as well as in a team.
- Ability to advocate for the arts as a representative of Book-It.
- Proficient with donor database systems, word processing and data entry. Experience with Salesforce/Patron Manager desired.
- Commitment to maintaining absolute confidentiality with regard to records and information.
- Accuracy in written correspondence and donor data with keen eye for detail.
- Some evening and weekend work required.

Environment: Primarily work in an office environment. Long periods of sitting including use of computer, time spent on phone and in meetings. Periods of intense concentration.

Book-It Repertory Theatre is an Equal Opportunity Employer.

TO APPLY, PLEASE SEND COVER LETTER AND RESUME TO:

sallyb@book-it.org with the subject line: "Dev Associate applicant"

About Book-It Repertory Theatre, www.book-it.org

Book-It Repertory Theatre is a non-profit organization dedicated to transforming great literature into great theatre through simple and sensitive production and to inspiring its audiences to read.

Founded in Seattle in 1990, Book-It Repertory Theatre holds to the belief that reading and literacy are fundamental rights and keys to success. Book-It creates world-premiere adaptations of classic and contemporary literature for the stage, preserving the narrative text as it is spoken, not by a single "narrator" but as dialogue by the characters in the production. This technique, developed over the past 29 years, continues to evolve to serve our mission.

Book-It serves approximately 15,000 patrons through its main stage 4- or 5-play production season, and over 50,000 young people in touring productions and school residencies throughout Washington. Our income is derived through earned revenue in ticket and concession sales and contributions from individuals, corporations, foundations, and government entities.

Book-It Repertory Theatre is actively working towards becoming a fully equitable organization. Book-It Repertory Theatre is committed to supporting a diverse work force and does not discriminate in employment based on race, color, religion, sex, or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap.