



Book-It Repertory Theatre Position Title: Development Associate

Department(s): Development

Reports to: Development Director

Classification: Part-time (averaging 20 hours a week); hourly

Compensation: \$20-\$22/hour DOE, PTO, health insurance and paid holidays

Hybrid In-person/Remote position

Job Summary/Purpose

The Development Associate will play a critical role on a three-person team dedicated to developing and providing a comprehensive and robust stewardship and cultivation program. The Associate will oversee and maintain the integrity of our Customer Relations Management software (Patron Manager), process donations, support all aspects of donor events, and assist donors with benefits.

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.

Book-It Repertory Theatre is committed to supporting a diverse work force and does not discriminate in employment based on race, color, religion, gender, sexual orientation, 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. We strongly encourage candidates of color, and/or from underrepresented groups to apply.

Book-It's Antiracist Value Statement

We commit to broadening the definitions of "great theatre" and "great literature" to intentionally include voices beyond the white, able-bodied, male, and Eurocentric perspectives of the historic Western Canon. We will actively do our part to break the cycle of oppression inherent in the theatrical and literary ecosystems by sharing, as well as newly adapting, stories that intentionally uplift the works of underrepresented persons, center the experiences and voices of global majority communities, and celebrate the full and joyous lived experiences of these individuals and communities.

Beyond the stories we tell, Book-It commits to broadening and elevating opportunities for artists, educators, staff, board, and leadership of color; divesting from funders, grant makers, and donors with racist policies or views; expelling biased language and imagery in our communications; supporting local bookstores, with an emphasis on BIPOC and woman-owned shops; and examining how each department can actively dismantle white supremacy in our work.

Duties Of Position

- Oversight of donation entry, acknowledgement, and benefits to ensure that every donor receives swift and meaningful recognition for their contribution.
- Managing the CRM database which includes mastering its capabilities and updates.
- Pulling and cleaning reports and lists for appeals, events, and donor listings.
- Organizes donor benefit events (Gala, Tea & Tech, Arts Education Luncheon, and Opening Nights), including auction procurement, invitations, RSVPs and day of set-up and logistics
- Tracking monthly pledges and sending invoices.
- Assisting lead donors with ticketing needs and other benefits.
- Building relationships with board members and donors at all levels.
- Attend Opening Nights.
- Supporting activities of fellow Development Department members and the broader mission of Book-It

Qualifications & Expectations

- Excitement about meaningful, mission-driven work.
- Self-motivated, with a team oriented, growth mindset.
- Excellent organizational and communication skills with excellent attention to detail.
- Open, honest communicator with ability to identify and communicate issues and concerns as they arise.
- Ability to handle highly sensitive information and maintain confidentiality.
- Ability to quickly adapt to changing priorities and circumstances.
- Computer skills: Microsoft Office Suite, CRM database familiarity – preferably Patron Manager and Salesforce.
- Willingness to learn more about community-centric fundraising.
- Love for theatre, storytelling, books, and arts education – a plus.

Working Conditions & Physical Requirements

This is a hybrid position requiring two days in the office per week. Occasional lifting of up to 30 pounds; occasional use and operation of miscellaneous equipment and furnishings as tasks and projects require, as well as the use of a computer. Ability to work a flexible schedule as needed including some evenings and weekends.

In compliance with the ADA Amendment Act, should you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact the Managing Director, Jeannine Clarke, by email at jeanninec@book-it.org or by phone at 206-428-6258.

Book-It Repertory Theatre will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship to Book-It Repertory Theatre would result.

The administrative office is located on the Seattle Center grounds: 401 Mercer ST, Seattle WA, 98109. Our productions primarily take place at the Center Theatre in The Armory at Seattle Center: 305 Harrison ST, Seattle WA, 98019.

Compensation and Benefits

The pay range for this position is \$20-\$22/hr. Benefits include employer subsidized health care, paid time off (PTO), and ten paid holidays.

In addition, Book-It closes for two weeks in July, at the end of our season, to afford employees uninterrupted time off.

How To Apply

Please email a cover letter and resume to Development Director, Lisa Sanman, at lisas@book-it.org.