

J O B D E S C R I P T I O N



POSITION: Development Coordinator
DEPARTMENT: Development
REPORTS TO: Director of Development
PAY RATE: \$19.00-\$20.00 hourly
STATUS: Full-time, Non-exempt

ABOUT THE POSITION

SCR is seeking a dedicated, detail-oriented administrative professional to join our team as Development Coordinator to perform gift entry and fundraising database administration. This position will provide a wide range of tasks to support operational functions, donor relations, and event assistance. The ideal candidate will possess excellent organizational, communication, and problem-solving skills, a high level of professionalism, the ability to work occasional evenings or weekends, and a commitment to SCR's mission.

ABOUT THE ROLE

- Perform accurate daily data entry and processing of all fundraising gifts;
- Produce daily and weekly financial reports and work closely with the Accounting department to ensure reconciliation of gifts;
- Provide other gift processing activities, including generating monthly pledge reminders and maintaining monthly automatic credit card billing;
- Maintain accurate database constituent records and perform periodic data cleanup;
- Build lists and extractions in database for a variety of projects and reports, including mailing lists, prospect research, constituent listings, fundraising appeals and year-end data/report;
- Maintain fundraising data administration including campaign and membership structure, utilities and system tables in the database;
- Serve as liaison with the Accounting department for tax preparation and annual audit;
- Process and prepare gift acknowledgments, as needed;
- Develop database dashboards to support and report on development activities;
- Configure and maintain data integration between the database and development contribution webpages;
- Update and maintain documentation for core functions of the position;
- Represent Development at monthly Tessitura User Group meetings;
- Perform donor and prospect research and screenings;
- Provide administrative support to front-line fundraisers and Development-related Board committees, including scheduling meetings, preparing materials, and minutes;
- Provide support for the department including filing, copying, calendaring and mailing;
- Assist with and attend donor benefit events, opening night celebrations, and other development related events;
- Interface with donors as needed to answer questions, assist with ticketing or other customer service needs;
- Provide weekly administrative coverage for SCR reception;
- Other duties as assigned.

ABOUT THE PERSON

- Bachelor's degree in the arts, humanities, communications, or similar field is preferred;
- Two years of administrative support experience, preferably in a nonprofit setting;
- Acute attention to detail and organization in producing error-free deliverables;
- Strong computer skills including Microsoft Word and Excel;
- Experience with Tessitura or other CRM databases is preferred;
- A high level of comfort with technology and eagerness to learn multiple development software platforms;
- Excellent customer service and written/verbal communication skills;
- Must be able to maintain a high level of confidentiality;
- Ability to prioritize work and demonstrate initiative while working independently;
- Embraces teamwork and thrives in a team environment;
- Ability to work occasional evenings and weekends required;
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture.

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, personal days and holidays, excellent health benefits including medical, dental, vision, life and long-term disability insurance and paid parking. Complimentary tickets for employees are available for most productions.

COVID PROTOCOL

SCR requires that all employees be fully vaccinated against COVID-19 as a condition of employment, subject to limited medical or religious exceptions.

TO APPLY

Please submit a cover letter, resume and 3 references to devojobs@scr.org. Incomplete submissions will not be considered.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Paula Tomei. SCR is widely recognized as one of the leading professional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

South Coast Repertory is an equal opportunity employer that values diversity in all areas of its operations.