

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: \$865 - \$923 Weekly
STATUS: Full-time, Non-exempt

ABOUT THE POSITION

South Coast Repertory (SCR) is seeking a Development Coordinator to support fundraising and donor engagement efforts that sustain our artistic, education and community programs. This role manages gift entry, database administration and donor records, and assists with annual campaigns, communications and events. The Development Coordinator ensures the accuracy and integrity of donor data and plays a key role in donor stewardship, timely acknowledgements and meaningful engagement opportunities. As the entry-level role on a collaborative five-person Development team, this position offers hands-on experience across all areas of fundraising, with opportunities for professional growth. The role partners with colleagues across the organization and supports SCR's mission, strategic goals and Equity, Diversity, Inclusion and Belonging values by helping grow contributed revenue and deepen connections with our community.

ABOUT THE ROLE

Fundraising Administration and Operations

- Process all gifts with accuracy and timeliness, including daily data entry.
- Produce regular financial reports and partner with accounting to reconcile contributions.
- Manage pledge reminders, recurring gifts and credit card billing.
- Maintain accurate donor and prospect records through consistent database hygiene, including updating donor plans annually, monitoring data quality and documenting processes to support development operations.
- Build and generate lists, segmentations, reports and dashboards, providing accurate data to support campaigns, events and internal reporting.
- Provide administrative support to Development staff and committees, including material preparation, research, call lists and scheduling support.
- Maintain fundraising database structure, including campaigns, memberships and system tables
- Manage online giving functionality, including page creation, campaign setup and round-up strategies, ensuring accurate integration with the donor database.
- Serve as liaison with accounting for audit and tax preparation needs.
- Track expenses, process reimbursements and reconcile departmental expense budget.
- Represent Development at Tessitura User Group meetings.
- Provide weekly administrative coverage for reception.

Donor Research & Stewardship

- Draft and process timely donor acknowledgments and tax receipts.
- Coordinate with internal teams to ensure accurate donor recognition across programs and other materials.

- Conduct donor and prospect research and screenings.
- Support donor events, including RSVP tracking, guest list management, event-day logistics and on-site staffing support.
- Deliver excellent customer service via phone, email and in person, including ticketing support.
- Assist with donor travel programs, including promotion, participant coordination and bookings.

ABOUT THE PERSON

- Bachelor's degree or equivalent experience
- 1-2 years of experience in nonprofit administration, fundraising, hospitality or related field
- Exceptional attention to detail and accuracy
- Proficiency with Microsoft Office (Excel, Word, Outlook, Teams); experience with fundraising tools preferred
- Experience with Tessitura or similar CRM preferred
- Comfortable with technology and eager to learn new systems
- Strong written and verbal communication skills
- Excellent customer service and interpersonal skills
- Ability to handle confidential information with discretion
- Collaborative, proactive and team-oriented
- Flexibility to work evenings and weekends required
- Commitment to equity, diversity, inclusion and belonging, and to fostering an anti-racist work culture

ADDITIONAL INFORMATION

This is a primarily on-site position, with the opportunity to work from home one day per week, and occasional evening and weekend hours for events. We encourage candidates from all backgrounds to apply, even if you don't meet every qualification.

SCR CULTURE AFFIRMATIONS

The Development Coordinator serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support and delivering results for my team. I lead through example.
- **I am a collaborator.** I bring my best, contributing fully as we co-create our work and navigate the unknown together – because theatre is a collaborative artform reliant on each member of the team.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision and values in all aspects of work.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.

WORKING CONDITIONS

- Sitting for 5-6 hours at a time

- Reading materials on a computer screen or paper for 3-4 hours at a time
- Occasionally speaking to donors over the phone

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, mental health time, 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.

TO APPLY

Please submit a cover letter, resume, and three references to jobs@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 Suzanne Appel. 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 550 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, CA., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio. www.scr.org

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.