



POSITION TITLE: Development Associate: Individual Giving and Events

CLASSIFICATION: Year-round, Full-time, On-site, Salaried/Exempt

REPORTS TO: Director of Development

LOCATION: The Thomas H. Kean Theatre Factory, 3 Vreeland Rd, Florham Park, NJ 07932

ABOUT THE THEATRE: The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, professional, classic theatres, serving thousands of constituents annually through its work on stage and through a large array of education programs.

MISSION: STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

POSITION SUMMARY:

The *Development Associate – Individual Giving and Events* reports to the Director of Development and works to help meet the Shakespeare Theatre's individual giving revenue goals. To that end, this position manages the annual appeal process, implements all fundraising and donor events, and works closely with the Director of Development to assist with the research, cultivation, solicitation and stewardship of donors and prospects.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Events

- Planning and implementation of annual Gala fundraiser
 - Coordinate all elements for gala attendance, including save-the-date and invitation
 - Drive silent auction process, track all activities, and solicit specific auction items
 - Manage all logistics related to the Gala
 - Track and oversee all Gala follow-up
- Plan and take the lead on implementing all events related to individual donors, including raffles and special sponsorship programs
- Coordinate and implement Opening Night receptions, solicit in-kind donations, and maintain relationships with local vendors
- Assist with annual cultivation and stewardship event plan in conjunction with giving campaign strategies

Individual Giving Initiatives

- Manage Annual Appeal (AA) process
 - Update and maintain mailing lists

- Work with trustees to incorporate their input into the process
- Draft and proofread contents of mail pieces
- Coordinate with Marketing Department on design elements
- Coordinate production of materials with printer/mail house as needed
- Input donations into Spektrix (our database system)
- Provide daily donation logs and other reporting and analysis
- Draft, proofread, and produce AA donor acknowledgments
- Develop and implement a system for generating and tracking acknowledgement letters for entire department (including annual appeal donations, fundraising events, other individual donations, ticket donations, gifts of stock and in-kind gifts)
- Manage and update donor plaques and other donor recognition pieces

Administration

- Enter all donations into Spektrix database on a timely basis
- Act as concierge for major gift donors and Trustees, assisting with ticketing needs
- Prepare Trustee orientation materials and keep them updated
- Generate and proofread donor roster for production programs
- Maintain and generate mail lists and donation reports as needed
- Reserve rooms and assist with preparation for Board meetings
- Maintain inventory for development department supplies
- Assist with Board-related activities as needed, including regular meetings, paperwork, annual retreat and Board Day General filing and administrative work for Director of Development as needed
- Work with other development staff to oversee department interns
- Other projects as assigned by Director of Development or Artistic Director

QUALIFICATIONS & SKILLS:

- Bachelor's Degree and a minimum of two years in Development or a related field
- Ability to work night and weekend events as needed
- Excellent administrative skills
- Strong organizational skills and attention to detail
- Excellent time management skills and the ability to work well in a fast-paced, deadline-oriented and goal-driven environment
- Experience planning events and working with vendors
- Strong interpersonal and communications skills
- Ability to work independently and as part of a team
- Computer literacy, including proficiency in Microsoft Word and Excel, required; experience with ticketing/donation software a plus

COMPENSATION: Compensation will be commensurate with a candidate's level of experience and skillset. The starting salary for this position is \$44,000 - \$49,000. This position is overtime exempt. STNJ offers medical, dental, and vision insurance, life insurance, 403(b) retirement savings plan, as well as paid vacation, personal, and holiday leaves after a 90-day probationary period.

APPLICATION PROCESS: Qualified applicants should submit a cover letter, resume, and three references to:

The Hiring Department

The Shakespeare Theatre of New Jersey

Employment@ShakespeareNJ.org

The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.

February 2025

SHAKESPEARE THEATRE OF NEW JERSEY (STNJ)

Development Associate – Grants and Institutional Giving

\$58,000 – \$68,000 annually plus benefits

Start Date: March 10, 2025

POSITION SUMMARY:

The Shakespeare Theatre of New Jersey, one of the nation's most prestigious classical theatres, seeks a Development Associate — *Individual Giving & Events* to join its development team. This position provides support for the Director of Development in managing all aspects of the organization's fundraising, but focuses primarily on researching, writing, and submitting corporate, foundation, and government grant proposals for the Theatre.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Events

- Preparation and implementation of annual Gala fundraiser
 - Coordinate all elements for gala attendance, including save-the-date and invitation
 - Drive silent auction process, track all activities and solicit specific auction items
 - Manage all logistics related to the Gala
 - Track and oversee all Gala follow-up
- Lead preparations for and implementation of all events related to individual donors, including raffles and special sponsorship programs
- Create and implement annual cultivation & stewardship event plan in conjunction with Major Gift and Capital Campaign strategies
- Coordinate preparations and implementation for Opening Night receptions, solicit in-kind donations and maintain relationships with local vendors
- Manage all Board related events including regular meetings, annual retreat and Board Day

Individual Giving Initiatives

- Manage Annual Appeal (AA) process
 - Update and maintain mailing lists
 - Work with trustees to incorporate their input into the process
 - Draft mailing materials contents
 - Coordinate with Marketing Department on design elements
 - Coordinate production of materials with printer
 - Coordinate with mail house
 - Oversee data input of all donations

- Provide daily donation logs and other reporting and analysis
 - Oversee of AA donor acknowledgments
- Develop and implement an acknowledgement letter tracking system for entire department
- Manage and update donor plaques in the Theatre

SKILLS AND EXPERIENCE:

- Bachelor's degree and minimum of two years of experience in development or related field
- Excellent presentation, writing, and editing skills; grant writing experience is strongly preferred
- Computer proficiency in Microsoft Office suite (Word, Excel, etc)
- Excellent time management skills and the ability to manage multiple deadlines
- Strong interpersonal skills and the ability to work well as part of a team
- Knowledge of Spektrix or other donor database programs preferred but not required

ADMINISTRATION

- Enter institutional donations into the database on a daily basis
- Generate acknowledgments for grants from corporate, foundation, and government sources
- Assist with acknowledgments for all special events as needed
- Act as concierge for institutional donors and Trustees, assisting with ticketing needs
- Assist with donor roster for production programs
- Maintain and generate mail lists (including Trustee and Artistic Director personal contacts) and donation reports as needed
- Assist with preparation for Board meetings as needed
- Attend Board meetings and assist as needed
- General filing and administrative work for Director of Development as needed
- Work with other development staff to oversee department interns
- Other projects as assigned by Director of Development and Artistic Director as appropriate

QUALIFICATIONS:

- Bachelor's Degree and a minimum of two years in Development or a related field
- Ability to work night and weekend events as needed
- Excellent administrative skills
- Strong organizational skills and attention to detail
- Excellent time management skills and the ability to work well in a fast-paced, deadline-oriented and goal-driven environment
- Experience planning events and working with vendors
- Strong interpersonal and communications skills
- Ability to work independently and as part of a team

- Computer literacy, including proficiency in Microsoft Word and Excel, and experience with ticketing software

COMPENSATION:

Pay range for this position is \$58,000 - \$68,000 (dependent upon experience) with benefits including healthcare, dental, vision, life insurance, and paid time off. Full-time, on-site.

APPLICATION PROCESS:

Applicants are strongly encouraged to provide writing samples with their resume. Qualified candidates should submit a cover letter, resume, writing sample, and (3) three references to:

The Hiring Department

The Shakespeare Theatre of New Jersey Employment@shakespearenj.org

No phone calls, please.

ABOUT THE THEATRE:

The Shakespeare Theatre of New Jersey (STNJ) is one of the nation's oldest, most prestigious, classic theatres, serving thousands of constituents annually through its work on its two stages, and through a large array of education programs.

MISSION:

STNJ's mission is two-fold: to bring new, relevant life to the world's classics for a diverse audience; and to use those masterworks to provide transformative experiences on stage and in classrooms. As a teaching theatre, the company is dedicated to using the classics as interdisciplinary teaching tools for artist training and arts education.

CAREER LEVEL:

YEARS OF EXPERIENCE: REPORTS TO:

WORK LOCATION: DEGREE:

SCHEDULE: DESIGNATION: INCLUDES:

The Shakespeare Theatre of New Jersey is an equal opportunity employer committed to hiring, supporting, and promoting a diverse and inclusive workforce. Equal employment opportunities are available to all applicants without regard for race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the industry are encouraged to apply.

November 26, 2024