



PACIFIC CONSERVATORY THEATRE

**Position:** Development Assistant  
**Department:** Development  
**Reports to:** Director of Development  
**Compensation:** Non-exempt position. \$22.00/hour. Full time with benefits

Subject to the general policies and expressed goals of PCPA – Pacific Conservatory Theatre and under the direct supervision of the Director of Development, the Development Assistant is responsible for a diverse range of duties related to the fundraising efforts of PCPA. The Development Assistant is responsible for writing and administering the current and prospective grants pipeline and, as directed, supports the Development Director and the PCPA Foundation.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; and affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, from the flexibility required to respond to emergent challenges and opportunities, and from the accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

### **Roles and Responsibilities**

#### Grant Application and Reporting:

- Generate all correspondence including LOI's, RFP's and full proposals and applications for foundation, corporate and government funders.
- Perform prospect research on foundations and corporations to evaluate prospects for grants.
- Work with finance to gather information necessary to submit and report to various granting entities.
- Oversee and write interim and final reports
- Understand institutional history and programs and update grant language to ensure that new program initiatives are accurately reflected in the narratives.
- Ensure that the SAM (System Award Management) is current for government proposals
- Research funding proposal requirements and submittal deadlines and maintain report and submission deadline calendar.
- Work with staff to determine goals and objectives, scope, feasibility and funding needs for programs.

#### General Administration:

- Participates in diverse tasks in support of the development office, including - general record-keeping, file maintenance, responding to inquiries, mail and supply pick up, housekeeping of office and storage areas, meetings and gatherings for the purposes of donor relations and coordination of special events.
- Participates in the development of multi-year event planning as a strategic tool for the Development department.

#### Financial Responsibilities:

- Performs a variety of bookkeeping and accounting duties to include monitoring monthly donation activity, tracking departmental expenditures and special events budgeting.

#### Donor Recognition and Stewardship:

- Assists in a full range of activities associated with individual donor programs to include solicitations, recognition events and cultivation activities.
- Demonstrates the ability to respond to complex requests and provide high-level patron service.
- Assists in the scheduling and preparation of visits from current and prospective funders and ensures that optimum relations are maintained with all funding sources at all times.

#### Campaigns and Appeals:

- Maintains donor lists; processes individual gifts, corporate donations, grant awards; and prepares acknowledgment letters in accordance with IRS reporting requirements and PCPA policies.
- Assists with outbound solicitations, orchestrates the assembly and distribution of bulk and first-class mailings and maintains familiarity with USPS regulations.
- Assists in developing and maintaining a calendar and timeline for annual fundraising and events.

#### Special Events:

- Coordinates the planning and execution of special events, and is responsible for the associated administration, coordination of personnel and physical set-up, and take-down.
- Events may involve evening and weekend hours and necessitate adjustments to the workweek. The position submits a post-event reporting, which includes related income, expenses, and effectiveness with regard to the development effort.

#### PCPA Foundation Support:

- Supports the Board of Directors as directed by the Director of Development.
- Organizes Executive Committee and Board meetings, which may include preparing agenda, meeting set-up and taking minutes.
- Provides administrative support to Foundation Board, which may include follow-up phone calls and emails with donors, acknowledgment letters, coordinate mailings, information mining.
- Provides bookkeeping support, including entering and paying bills and donations, reconciling bank and investment accounts, and preparing financial statements.

#### Volunteer Support:

- Responsible for procuring and supporting the volunteers who support the development department, ensuring that volunteer tasks are meaningful and are professionally executed in a safe and appropriate environment, directions are well articulated and adhered to, and volunteers represent the organization to the same standards expected of its employees.

#### Marketing and Promotion:

- Collaborates with the marketing department in the creation of fundraising materials.

#### **Additional Skills and Requirements**

- Must be able to lift, move or transport 50 lbs. repeatedly.

- Must have a valid CA driver's license, reliable transportation and carry auto insurance.
- Excellent written, editing and verbal communication skills. Excellent attention to detail.
- Ability to produce compelling, persuasive and well-written grant proposals in the voice of the organization.
- Ability to meet deadlines
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Knowledge of basic fundraising techniques and strategies
- Excellent computer skills, particularly with word processing and spreadsheet programs, including experience with Microsoft Office and QuickBooks.
- Experience working in the nonprofit setting. Experience in working in theatre or an arts organization a plus.
- Highly motivated, energetic, friendly and tactful professionalism in communications with a diversity of individuals.
- Strong problem-solving and analytical skills; strong organizational and time management skills; ability to manage priorities and workflow.
- Other duties as assigned

### **Education and Experience**

Bachelor's Degree or equivalent; two to four years' related experience; or equivalent combination of education and experience.