



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Event and Development Coordinator

Department: Development

Reports to: Development Director

Compensation: Non-exempt position

Summary

The development coordinator plays a vital role in supporting fundraising efforts and donor relations. This multifaceted position requires strategic thinking, strong communication and interpersonal skills to engage with donors effectively. Key responsibilities include data management, gift processing, campaign coordination, event planning and execution, donor stewardship, and collaborating with the creative team for fundraising collateral. The ideal candidate should have excellent organizational abilities, proficiency in Microsoft Office suite and donor database systems, and a passion for continuous learning. Prior experience in planning and executing large-scale events, as well as some college education, is preferred. This role demands a detail-oriented individual with the ability to prioritize tasks, work collaboratively with cross-functional teams, and contribute to the overall success of the development department's initiatives.

Subject to the general policies and expressed goals of PCPA – Pacific Conservatory Theatre and under the direct supervision of the Development Director, the Event and Development Coordinator is responsible for a diverse range of duties related to the fundraising efforts of PCPA.

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. We believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will maintain a safe and welcoming working environment, free from any aggressions, and will interrupt behaviors that hinder our efforts to create an equitable, diverse, and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA prohibits discrimination against anyone based on factors including, but not limited to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

Essential Skills

- **Strategic:** think strategically and execute plans assertively.
- **Hospitality:** The ability to interact and engage and communicate with donors effectively and empathically.
- **Prioritize:** Ability to organize workload by identifying priorities and completing them in a timely manner.
- **Email:** Communicate effectively to all staff and PCPA partners using MS Outlook.
- **Learning:** A passion to learn new things and explore increasing effective ways to promote and fundraise for PCPA.
- **Data Skills:** Experience with MS Excel Lists and Pivot tables, and Generative AI. Experience with Donor database entry and reporting.

Essential Responsibilities

- Enter PCPA and PCPA Foundation donor gifts into Spektrix, generate lists and merge all gifts for receipt letters.
- Reconcile monthly gift totals for PCPA and PCPA Foundation.
- Organizes Executive Committee and Board meetings, which may include preparing agenda, meeting set-up and taking minutes for the PCPA Foundation
- Provides administrative support to Foundation Board, which may include follow-up phone calls and emails with donors, acknowledgment letters, coordinate mailings, information mining.
- Maintenance of donor records updating names and addresses necessary to produce a complete donor list twice annually for the program.
 - Produce Lobby Board annually.
- Process CC gifts as needed using virtual terminal in QGIV. Update and build new Web forms for donations, event registrations.
- Enter opportunities and update progress on donor records in Spektrix including updating Spektrix development tags.
- Assist the Director with all fundraising Campaigns including but not limited to securing materials for campaigns and events.
- Support fundraising appeals by compiling address mailing, email lists and campaigns, proof reading, and coordinating proofs and drop dates for delivery.
- Maintain all RSVPs for events and manage the Development@pcpa.org email address.
- Work closely with the Director of Development to create an Alumni stewardship plan and execute cultivation events and communications related to the plan.

- Work closely with the Director and Marketing, and AHC Graphics on the creation of all fundraising collateral.
- Work with the Director of Development in the creation, review, and maintenance of a fundraising calendar that follows the Production Schedule and the Development Annual Plan.
- Update Monthly campaign report which includes aggregate totals and comparisons to KPI across fiscal years.
- Work with Development Director to cleanup old records and establish a digital filing system (PCPA Foundation).
- Create Event blueprints and corresponding budgets executing them effectively. This includes securing vendors, liquor license, writing timelines, event scripts, budgets, room scheduling, setup, cleanup, event registration and all execution of the events. Seek feedback from event partners and participants and report on the financial impact of the event for the Development office.
- Attend community events and AFP events as needed.
- Attend remote fundraising and event training on a regular basis.
- Weekly update Development fundraising calendar after reviewing Prepared and other Program calendars.

Education and Experience:

- Planned, worked, and executed large events.
- Familiarity with basic office procedures.
- Ability to type with accuracy.
- Completing 2-4 years of college is preferred but not required. At least 2-4+ years of experience in a similar position is required.

Additional responsibilities:

- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming working environment, free from any aggressions; interrupts behaviors that hinder PCPA's equity, diversity, and inclusion efforts.
- Performs other related work as required. This description reflects the management of essential functions but does not proscribe or restrict the tasks assigned.

Duties Breakdown:

- Fundraising and donor relations - 50%
- Event planning and execution - 30%
- Administration and support duties - 20%.

Other Requirements:

- Possess and/or be able to acquire a valid California license to drive and carry auto insurance.
- If one does not possess a vehicle, find reliable, alternative modes of transportation.

Work Conditions:

- Ability to move up to 35 lbs.
- Be available, flexible, and dependable to meet departmental needs in accordance to workload requirements.
- Some weekend and evening work may be required.

- Work may require travel to other offices or locations to attend meetings or conduct work.
- Duties are primarily performed in an office environment at a desk.
- Ability to work in an environment where there are frequent interruptions.
- 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 with attention to detail given priority.

