

PAPER MILL PLAYHOUSE

Development Associate

Status: Full Time/Benefits Eligible/Exempt

Reports to: Donor Prospect and Research Manager

About Paper Mill Playhouse:

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 80 years. Paper Mill brings new American Musical Theater to life, with a national reputation that continues to grow. Collaboration with other regional theaters and leading independent producers brings over 200,000 New Jersey audience members annually the best in musical theater, from celebrated revivals to groundbreaking new works. In 2016, Paper Mill received the Regional Theatre Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse facilities include a 1,150 seat theatre with attendant backstage dressing rooms, offices, and production support areas; front-of-house lobbies with bars, concessions and restroom facilities; an 80 seat restaurant; a small house with two apartments; 2,500 square feet of education studios; three parking lots and grounds for milling.

Position Overview:

The Development Associate provides administrative support to the professional fundraising staff and assists with the day-to-day operations of the Development Department.

Essential functions:

Development Department Operations:

- Work with the Donor Prospect and Research Manager and the Development department to process all contributions (checks, credit cards, stock gifts, ACH, matching, and other miscellaneous gifts) in Tessitura
- Work with the Development team to ensure all donations are accurately acknowledged in a timely manner
- Gather and respond to all stewardship event RSVPs
- Under the supervision of the Donor Prospect and Research Manager, post batches daily for Finance
- Assist with all aspects of the Capital Campaign as needed
- Reconcile all Development department expenses monthly with Finance
- Provides general administrative support to the Development Department
- Coordinate and schedule interdepartmental meetings and maintain development department calendar in Outlook and VenueOps
- Provide support at all events
- Respond to all internal and external Development inquiries via mail, email, or phone promptly
- Update donor accounts in Tessitura – including plans, research notes, contact permissions, and other changes as needed

- Coordinate with the Director of Corporate and Foundation Relations to gather, and mail Proof of Performance materials for sponsors
- Provide administrative support for tele-funding efforts

Annual Gala Responsibilities:

- Under the supervision of the Donor Relations Manager and Director of Membership and Special Events, process all gala gifts and acknowledgment letters in Tessitura
- Work with the Director of Membership and Special Events and the Donor Relations Manager to package and photograph auction items
- Assist the Donor Relations Manager with all pre and post gala data entry and fulfillment
- Prepare all materials for special events
- Provide additional gala support as needed

Required Experience:

- Nonprofit development experience (2+ years preferred)
- Bachelor's degree, preferably in theater or business, or equivalent experience
- Excellent written and verbal communication skills
- Excellent computer skills
- CRM/data management experience
- Highly motivated and organized
- Positive attitude, strong work ethic, collaborative team player

Qualifications/Desired Skills:

- Experience with Tessitura a plus
- Demonstrated facility with numbers and attention to detail
- Proficient with learning new technology/software
- A commitment to equity, diversity, and inclusion
- Interest in Paper Mill's mission and programming

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This role requires the ability to lift files, auction items, and the like.

Position Type/Expected Hours of Work:

This is a full-time position. The hours of work are Monday through Friday, 9:30 a.m. to 5:30 p.m., 40 hours per week. Paper Mill is primarily an in-person workplace, some flexibility regarding hours is possible.

Salary: \$47,000

Benefits

- Comprehensive insurance coverage (medical, dental, vision, life, disability).
- Generous paid time off.
- 403b retirement savings account with a company match of up to 3%.
- Access to various dress rehearsals, performances, educational events, and professional development opportunities.

Apply

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

Send cover letter and resume to recruiting@papermill.org with subject line: Development Associate

Our Mission:

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.