

PAPER MILL PLAYHOUSE

Development Coordinator

Status: Full Time/Benefits Eligible/Exempt

Reports to: Director of Development

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.

Position Overview:

The Development Coordinator is a key part of the Development team and is responsible for supporting the Director of Development and members of the Development Staff in all administrative functions. The position also works on and supports development events, mailings, acknowledgments, and other fundraising activities. The Development Coordinator provides daily support on the fundraising database (Tessitura) including gift entry and donor account updates.

The Development Coordinator must be confident and assured with a positive outlook and be committed to working at a high level of quality with an ability to multi-task and embrace change. This position must believe in and be dedicated to Paper Mill Playhouse's mission and thrive as part of an energetic team. The Development Coordinator will interact with donors in person and on the phone regularly and provide clear and professional communication with the highest level of customer service. The Development Coordinator must be able to communicate clearly with the team, ask questions to ensure quality of work, and stay current with all assigned tasks.

Essential Functions:

- Support the Director of Development and members of the Development Staff with daily operations of the department and special projects.

- Processes all checks, credit cards, stock gifts, automated clearing house, matching, and other miscellaneous gifts in Tessitura as directed by the Director of Development or Associate Director of Development.
- Process all individual and annual fund acknowledgment letters, and corporate, foundation, and government letters as needed, and as directed by appropriate team members.
- Update donor accounts in Tessitura – including plans, research notes, contact permissions, and other changes as needed.
- Coordinate and schedule interdepartmental meetings and maintain Development department calendar in Outlook and Momentus.
- Respond to all internal and external Development inquiries with courtesy and professionalism via mail, email, or phone.
- Track and maintain Development department expenses and coordinate with the Donor Prospect and Research Manager and Finance for monthly reconciliation.
- Provide administrative support for the Director of Development and general administrative support to the Development Department, including the maintenance of department-specific supply inventory.
- Coordinate mailings.
- Assist with government applications and reports, including gathering materials and data input, notably Proof of Performance materials for sponsorships.
- Assist with stewardship and cultivation events as well as the annual gala as directed.
- Other duties as assigned and appropriate.

Qualifications:

The Development Coordinator will have at least two years' related experience providing administrative support and customer service; non-profit experience preferred.

Additional requirements include:

- Experience in working with databases, such as Tessitura
- Proficiency in Microsoft Word, Excel, and Powerpoint
- Excellent written and verbal communications skills
- Flexible and resourceful with excellent time management, organizational skills, and initiative
- Ability to work under pressure and operate efficiently and calmly
- Ability to manage multiple projects simultaneously, meet deadlines and produce high quality detailed results
- Keen attention to detail
- Very strong work ethic and ability to provide a variety of administrative support services as needed
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions

Salary: \$42,000 annually

Benefits

- Comprehensive insurance coverage (medical, dental, vision, life, disability).
- Generous paid time off.
- 403b retirement savings account including a 3% match.
- Access to various 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 resume and a cover letter describing how your experience makes you the right candidate for this position to Recruiting@Papermill.org with subject line: Development Coordinator. No phone calls, please.

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.

Paper Mill Playhouse is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.