

# PAPER MILL PLAYHOUSE

**Job Title:** Development and Events Coordinator

**Location:** On-site, Millburn, NJ

**Reports to:** Associate Director of Development

**Status:** Full-Time / Benefits Eligible / Exempt

## Position Overview

The Development and Events Coordinator plays a key role in supporting the Development Department's fundraising goals and revenue growth through donor-focused events and activities, as well as potential donor identification and prospect research. Reporting to the Associate Director of Development, this position serves as a core member of the Development team and requires strong event management, organization, and administrative skills, along with a proactive, self-directed approach to advancing fundraising strategies and strengthening donor engagement.

This position supports major fundraising initiatives, including the annual Gala and Golf Outing, and is responsible for tracking event-related gifts, sponsorships, and other relevant fundraising revenue. The Development and Events Coordinator works closely with the Development Assistant to ensure accurate gift entry and timely acknowledgement letters are processed.

This role also acts as a point of contact for event-related donor, guest, and sponsor inquiries, responding to calls and emails to provide assistance with registrations, event details, sponsorship questions, etc. This position supports special projects as needed and requires occasional evening and weekend work to support a variety of activities including but not limited to: donor events, the Donor Lounge, other fundraising activities, and other activities as assigned.

The ideal candidate is a creative problem solver and self-starter who anticipates needs, takes ownership of their work, and thrives in a fast-paced, collaborative environment. They are highly organized, detail-oriented, and comfortable engaging with donors, trustees, volunteers, and colleagues. They handle sensitive donor and organizational information with discretion and demonstrate reliability, trustworthiness, and a strong work ethic aligned with Paper Mill Playhouse's mission.

## Key Responsibilities

### Event Planning & Execution

- Take a proactive, self-directed approach to planning and executing stewardship cultivations, campaign, and fundraising events.
- Manage event timeliness, budgets, invitations, RSVPs, production needs, meeting schedules, and food and beverage coordination.
- Manage day-of logistics, including on-site coordination and delegating tasks to staff, vendors, and volunteers.
- Support the creation of event materials, invitations, and collateral in collaboration with the Development team.
- Manage event storage, supplies, and inventory.
- Respond to event-related donor, guest, and sponsor inquiries, providing timely assistance with registrations, event details, seating, and sponsorship information.
- Represent the Development Department at fundraising, cultivation, Donor Lounge, and community events, including occasional evenings and weekends

#### **Gala, Golf Outing & Special Events**

- Assist in planning and coordinating the annual Gala and Gold outing with Development staff, event chairs, committees, and trustees.
- Manage the online auction and raffle process, including licensing, item descriptions, packaging, marketing, fulfillment, and post-event follow-up.
- Support all pre-event, on-site, and post-event logistics.
- Schedule and manage volunteer committees.

#### **Gift Tracking & Acknowledgement Support**

- Track event-related gifts, auction, table sponsorships, in-kind donations, and other relevant revenue.
- Coordinate with the Development Assistant to ensure timely and accurate gift entry and acknowledgement letter generation.
- Serve as backup for gift entry and acknowledgement letters when the Development Assistant is out of office.

#### **Donor Stewardship & Prospect Research**

- Support fundraising and revenue growth through donor identification, prospect research, and donor profiling.
- Maintain accurate donor records and track engagement activity in Tessitura or other CRM systems.
- Assist in preparing invitation lists for fundraising and stewardship events, the annual Gala, and the Golf Outing.
- Support ongoing donor stewardship initiatives, including personalized communications and event-based engagement.
- Perform other duties/projects as assigned.

#### **Qualifications and Experience**

- Minimum of 2 years of experience in administrative support, event coordination, and/or customer service; nonprofit experience preferred.
- Proven ability to work proactively, anticipate needs, and manage responsibilities independently.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities.
- Excellent verbal and written communication skills; comfortable engaging with donors, guests, and volunteers.
- Proficiency in Microsoft Word, Excel, and PowerPoint; experience with mail merges and advanced Excel functions, a plus.
- Ability to learn new systems quickly, seek clarification when needed.
- Demonstrated trustworthiness and discretion with confidential information.
- Problem-solving skills and ability to remain calm under pressure.
- Experience with CRM systems, including Tessitura and OneCause, a plus.
- Commitment to equity, diversity, and inclusion, with the ability to work effectively with individuals from diverse backgrounds.
- Flexibility to work occasional evenings and weekends to support fundraising events.
- Detail-oriented with the ability to manage multiple projects and follow up with numerous contacts.
- Proven ability to manage complex projects, adapt to ambiguity, and achieve results through effective strategy and execution.
- A self-starter who is capable of leading projects but also has an interest in and capacity for teamwork and collaboration.
- Comfortable representing the organization in public and community-facing settings.
- Commitment to equity, diversity, and inclusion, with the ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

**Additional qualifications:**

- High level of professionalism, reliability, and attention to detail.
- Alignment with Paper Mill Playhouse's mission and values.

**Compensation**

The salary for this position is \$55,000-\$65,000 annual commensurate with experience. Paper Mill Playhouse offers a competitive benefits package including medical, dental, vision, life, and AD&D insurance; paid time off; pre-tax flexible spending accounts; 403(b) matching contributions of up to 3% of salary; and access to various performances, educational events and professional opportunities.

**To Apply**

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

Send your resume and cover letter describing how your experience makes you the right candidate to [Recruiting@Papermill.org](mailto:Recruiting@Papermill.org) with the subject line: **Development and Events Coordinator**. Please indicate your earliest availability for a start date. No phone calls, please.

**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 theater 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.

**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 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 equity, gender expression, and veteran status.