



Job Posting – January 16, 2026

Title: Fundraising and Development Coordinator

About the Palm Springs Plaza Theatre Foundation:

Since 1936, the Palm Springs Plaza Theatre has been more than just a building. It has been the heartbeat of Palm Springs! Here, where the glimmer of Hollywood's golden era blends seamlessly with the magic of the desert, legends have not only graced the stage but have also left their mark in history.

The Palm Springs Plaza Theater Foundation was formed to help restore the historic Palm Springs Plaza Theater. In partnership with the City of Palm Springs, we successfully restored the theater to its 1936 glory. Today, with over 100 shows scheduled through 2026, we are driving nearly \$40 million of economic activity in downtown Palm Springs.

As we move from our capital campaign to a sustaining giving program, we need to expand our development team.

Position Highlights:

- Reports to: Director of Development
- Status: Part-time, non-exempt, hourly; flexible 10–20 hours per week, primarily during the standard workweek; occasional evening or weekend hours during events.
- Location: Most of the work can be performed remotely. Periodically, attendance at events in Palm Springs will be helpful.

Position Overview:

Supports the Palm Springs Plaza Theatre Foundation's fundraising, stewardship, and donor services through accurate gift entry, donor acknowledgements, and email communications.

Works closely with the Director of Development to help execute campaigns, maintain clean data, and provide a high-quality experience for donors and patrons.



Key Responsibilities

- Process and enter donations (online, checks, credit cards, pledges, recurring gifts) into DonorPerfect, including accurate coding for campaigns, funds, and appeals, and use of batch entry tools when appropriate.
- Generate and send timely donor acknowledgement and tax receipt letters/emails using approved templates, ensuring compliance with IRS receipting practices.
- Maintain accurate donor and prospect records in DonorPerfect, including contact info updates, giving histories, notes, soft credits, and de-duplication.
- Create, schedule, and send email campaigns in Constant Contact, including appeals, newsletters, event invitations, and stewardship messages.
- Pull and prepare segmented mailing and email lists (from DonorPerfect and Constant Contact) for campaigns, newsletters, and events.
- Coordinate with staff and volunteers to support events, including: preparing attendee and check-in lists, assisting with event check-in, and handling simple on-site or remote admin.
- Support general development operations such as scanning and filing gift documentation, preparing deposit backup, tracking pledges and recurring gifts, and basic follow-up tasks created from DonorPerfect workflows.

Qualifications:

- 1–3 years of experience in a nonprofit development, fundraising, or database/administrative role; experience with a donor CRM required, DonorPerfect strongly preferred.
- Familiarity with email marketing platforms; Constant Contact experience strongly preferred (or demonstrated ability to learn similar tools quickly).
- Strong attention to detail and a commitment to data accuracy and clean records.
- Solid written communication skills for professional emails and acknowledgement letters.
- Ability to work independently in a remote environment, manage time, and meet deadlines for gift processing, acknowledgements, and email campaigns.
- Enthusiasm for the mission and programming of the Palm Springs Plaza Theatre Foundation and for engaging donors and patrons.



Compensation and Perks:

The position provides an hourly-based compensation in the range of \$30-\$40/hr, commensurate with experience.

Perks include complimentary or discounted access to Plaza Theatre shows.

To Apply, submit a resume to: Allan.Keefe@oakviewgroup.com