



## **Playwrights Project Development Associate**

### **Mission**

Since 1985, Playwrights Project has been empowering people of all ages and backgrounds to voice stories through theatre, inspiring individual growth and meaningful community connections. Programs include playwriting programs in schools and disenfranchised communities (primarily system involved youth and adults), a statewide playwriting contest for youth, community performances, and professional productions: *Plays by Young Writers* (winning scripts from the contest) and *Mosaic* (plays by adults in our community programs).

### **Position**

Playwrights Project seeks a Development Associate half-time (20 hrs/wk) to join our dynamic team and help orchestrate fundraising and marketing efforts to increase awareness and support of Playwrights Project. This position works closely with staff and related committees, under the guidance of the Executive Director.

### **DUTIES & RESPONSIBILITIES:**

#### **Fundraising/Grants**

- Help manage development plans
  - Regularly check email for grant communications
  - Assist with the preparation of proposals/confirmations/reports
  - Assist with tracking progress of tasks delegated to staff to meet deadlines
  - Assist Executive Director with drafting grant proposals/confirmations/reports
  - Submit requests/confirmations/reports
  - Track program compliance with donor requirements
- Research donors and funding opportunities
- Participate on Development Committees and take minutes

#### **Fundraising/Special Event**

- Help coordinate fundraising events with staff and committee members
- Participate on Special Events Committees and take minutes

#### **Fundraising/Individual Donors**

- Assist efforts to deepen involvement of current donors, encourage program participants to contribute to PWP, attract new donors, and generate lead gifts
- Organize and track donations, keep current documentation on donors and prospects
- Help coordinate efforts for individual requests and annual appeals
- Prepare and send thank you letters/acknowledgements

#### **Programmatic**

- Work with Program Managers to communicate compliance protocols for funding
- Observe programs periodically to experience programs for reporting and communications

**Finances**

- Maintain records of gifts in DonorPerfect, cross checking accuracy with finance staff
- Assist in monitoring costs related to areas managed (e.g. fundraising and special events)

**JOB REQUIREMENTS:****SKILLS**

- Demonstrated strong written and verbal communication skills
- Fundraising skills: organization, distilling information, clear engaging messaging
- Passion for theatre, arts education and social justice
- Proficient/Intermediate knowledge of Microsoft Office and Google products is required
- Action oriented; creative visioning and problem-solving skills
- Excellent time management, organizational, and planning skills
- Strong commitment to meet and exceeding expectations
- Ability to work independently and collaborative effectively with others
- Cultural competency and ability to work with diverse populations
- Integrity to handle sensitive information in a confidential manner
- Professional image and demeanor
- Initiative, accountability, and enthusiasm

**EDUCATION**

- Post-secondary education in a related field or commensurate experience

**LANGUAGE SKILLS**

- Ability to read, write and speak English fluently
- Ability to read, write and speak Spanish fluently (not required, but preferred)

**PHYSICAL DEMANDS**

- Able to sit for prolonged periods of time at meetings, desk, computer
- Able to view a computer screen for an extended period of time
- Able to speak into and use a telephone
- Able to lift and transport up to 25 pounds

**WORK ENVIRONMENT**

- In-office time required, with some flexibility to work from home
- Requires a balance of independent work and collaboration

**SPECIAL CONDITIONS**

- Ability to work flexible hours, including occasional evenings and weekends
- Must be able to satisfy requirements for security clearances at correctional institutions
- Must have a valid California driver's license and auto insurance

**SALARY**

- Salaried/Nonexempt
- Pay scale \$18 - \$22/hour DOE
- Health care stipend available

Submit your resume and a cover letter (2-page maximum) to: [write@playwrightsproject.org](mailto:write@playwrightsproject.org). Please indicate in the Subject Line: Development Associate. Resumes and cover letters will be accepted until job is filled. Please direct all inquiries to: [write@playwrightsproject.org](mailto:write@playwrightsproject.org).