

DEVELOPMENT COORDINATOR

Job Type

Full-time

Description

ABOUT LAGUNA PLAY HOUSE

Laguna Playhouse is a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, California. As a cultural anchor for our community and a leader in contemporary American theatre, we produce innovative plays and musicals that entertain, challenge, and inspire diverse audiences. We rely on the generosity of donors and supporters to sustain our mission of bringing world-class theatre to our community while maintaining the highest standards of artistic excellence.

ABOUT THE CULTURE

Laguna Playhouse fosters a collaborative, inclusive, and creatively enriching environment that encourages authenticity and bold ideas. We are deeply committed to equity, diversity, and inclusion, and strongly encourage applications from individuals who identify as Black, Indigenous, People of Color, women, transgender, non-binary, and those from communities historically underrepresented in the theater industry.

The right candidate will be detail-oriented, organized, and genuinely passionate about supporting our mission. You will serve as the backbone of our development operations—managing donor relationships through excellent stewardship, coordinating events that build community connection, and producing communications that inspire giving. This role requires someone who thrives in a mission-driven environment, approaches donor interactions with warmth and professionalism, and takes pride in the accuracy and completeness of their work.

KEY RESPONSIBILITIES

Development Operations & CRM Support

- Maintain accurate and up-to-date donor and prospect records in Spektrix

- Run reports and pull mailing lists to support development campaigns and donor communications
- Log donor touchpoints and support move management activities. Process gifts, pledges, and donations accurately and in a timely manner
- Produce personalized acknowledgment letters and tax receipts for all contributions
- Ensure gift records are properly coded and reconciled with the finance team
- Support tracking of fundraising performance metrics, donor acquisition, and retention
- Assist with multi-channel campaigns, including direct mail and digital/online fundraising
- Coordinate with marketing and production teams to keep donor listings and signage accurate and up to date

Events Support

- Assist with planning and executing donor-related events including opening night celebrations, backstage tours, artist receptions, and cultivation gatherings
- Provide administrative and on-site support for events (setup, registration, guest experience, etc.)
- Track attendance, capture guest feedback, and help compile post-event reports
- Maintain inventory of event supplies and collateral materials
- Help prepare briefing materials and talking points for executive and artistic leadership

Development Communications

- Support donor-facing communications including newsletters, campaign letters, thank-you messages, and program inserts
- Assist with drafting and editing grant proposals and funder reports. Contribute content for digital appeals, event invitations, and donor stories
- Administrative & Cross-Departmental Support
- Coordinate mailings, donor packet preparation, and materials for meetings or events. Support calendars, meeting notes, and follow-up for development team meetings

- Run statistical, financial, and constituent reports as needed by staff, and prepare lists (mailing, prospect, etc.)
- Collaborate with the Marketing team on promotional materials for donor engagement and recruitment
- Track development expenses, invoices, and credit card reports
- Maintain organized digital filing systems for donor and development records

Requirements

REQUIRED QUALIFICATIONS

- Bachelor's degree and experience in nonprofit development, donor services, event coordination, or related fields
- Microsoft Office Suite proficiency
- Exceptional attention to detail and strong organizational skills
- Strong interpersonal and written communication skills with a donor-first mindset
- Ability to manage multiple priorities while maintaining a calm, collaborative attitude
- Passion for the arts and alignment with the mission of Laguna Playhouse
- Availability to work on occasional evenings and weekends for events
- Valid California driver's license and reliable transportation
- Ability to sit, stand, twist, turn, and lift up to 25 lbs

KEY SKILLS & COMPETENCIES

Data Management & Accuracy

Maintaining clean, well-organized, and accurate records in a CRM (Spektrix), with a strong eye for detail in gift processing and reporting.

Organization & Time Management

Juggling multiple deadlines, campaigns, and events without dropping details.

Written Communication

Drafting clear, warm, and professional donor correspondence, acknowledgment letters, and appeal content.

Event Coordination

Planning and executing on-site logistics for donor cultivation and stewardship events.

Collaboration & Cross-Team Coordination

Working effectively with Development, Marketing, Finance, and Production staff.

Technology Proficiency

Comfort with CRM/database systems, Microsoft Office Suite, and learning new tools quickly.

Discretion & Confidentiality

Handling sensitive donor and financial information with professionalism and care.

Mission Alignment

Genuine enthusiasm for live theater and the nonprofit arts sector.

Salary Description

\$26-\$28 an hour

Apply

<https://recruiting.paylocity.com/recruiting/jobs/Details/4443237/THE-LAGUNA-PLAYHOUSE/Development-Coordinator>