



## Sarasota Jewish Theatre – Part-time Development Associate

We are looking for a part-time Development Associate to support fundraising and donor relations efforts at the Sarasota Jewish Theatre  
([www.sarasotajewishtheatre.com](http://www.sarasotajewishtheatre.com))

### **Job Summary:**

The Development Associate will assist in the planning and execution of fundraising activities, donor communications, and event assistance. This role is crucial in helping Sarasota Jewish Theatre achieve its financial goals and maintain strong relationships with donors.

### **Key Responsibilities:**

- Donor Relations Coordinator: Ensure that all donor benefits are fulfilled. Maintain communications with donors, make donor thank-you calls, meet with donors to build relationships, and provide ongoing stewardship.
- Liaison between donors and the Box Office to coordinate VIP tickets, seating and special requests.
- Event Coordination: Assist Business Manager in organizing fundraising events, including logistics and follow-up communications
- Produce monthly reports on contacted donors and results.

### **Qualifications:**

Experience: Previous experience in fundraising, event planning, or donor relations is required

Skills: Excellent written and verbal communication skills, strong organizational abilities, and proficiency in Microsoft Office and donor management software

### **Working Hours and Compensation:**

Part-time, 10-15 hours monthly, \$80-100 per hour.