Position Title: Development Associate
Organization: MusicalFare Theatre
Salary: $25 / hour
AFP-WNY Post Date: 06/16/23

DEADLINE TO APPLY: OPEN

POSITION SUMMARY
MusicalFare Theatre is seeking a Development Associate who will play a vital role by providing administrative support for capital campaign fundraising activities, donor relations, direct mail appeals and donor cultivation events. The position requires attention to detail and dealing with confidential donor information. This position is part-time (up to 30 hours per week), offering a hybrid work schedule, and reports to the Director of Strategic Development.

ESSENTIAL FUNCTIONS
● Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary
● Handle all administrative details associated with capital campaign activities (i.e., schedule meetings, prepare and distribute notices, agendas, minutes, refreshments, etc.).
● Assist with maintaining foundation, corporation and individual donor files.
● Keeping accurate contact information for individuals and corporations.
● Conduct preliminary research on prospective corporate, foundation and individual donors.
● Assist with preparation of proposals and progress reports for grants and government funding requests.
● Assist with the production and mailing of direct mail pieces
● Assist with donor and fundraising event planning and other duties as assigned for capital campaign events.
● Handle various general operations tasks when needed so as to free up Director of Strategic Development for campaign duties.
● Perform other duties as assigned by management.

QUALIFICATIONS
● A minimum of three to five years’ experience in an administrative position, preferably in a not-for-profit development office.
● Proficiency in Microsoft Office Suite, Google and database management.
● Excellent verbal and written communication skills with ability to relate effectively with a diverse group of individuals and organizations.
● Ability to present information concisely and effectively, both orally and in writing.
● Excellent interpersonal skills.
● Self-starter, data and deadline-drive, and ability to multi-task with solid organizational and time-management skills.
● Ability to work with others in a small team environment.
● Ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
MusicalFare Theatre is dedicated to becoming a significant regional theatre with national prominence by developing and presenting world premiere musicals, re-imagined classic musicals and regional premieres.

MusicalFare began as a summer arts festival in 1990 with a budget under $10,000. Now, it produces on 3 stages annually with a budget exceeding $1.6 million. In the last 30+ years, the company has entertained over half a million people, showcased over 180 productions, including 30 world premieres, and employed more than 1,100 local actors, musicians, designers, and writers. MusicalFare's artistic/cultural vision is to serve our community and become as responsive and well-known to audiences regionally and nationally as MusicalFare is locally. This is pursued through excellence in productions, education opportunities and social responsibility.

MusicalFare produces on two stages at its location on the campus of Daemen University: an intimate 136-seat Mainstage theatre and the 97-seat Premier Cabaret. The five Mainstage productions every season run for 5 or 6 weeks each, for 160-165 performances playing to approximately 20,000 people. MusicalFare is the only company in Western New York dedicated to producing musical theatre and the leader in the region when it comes to overall musical productions. Through the 2022-23 season, MusicalFare was nominated for 580 Artvoice Theatre awards, winning 119, making it the most awarded local theatre company.

The Premier Center Cabaret includes a cabaret stage, lounge seating and full bar, and has enabled MusicalFare to expand and diversify its programming by offering the Great American Songbook, big band, bluegrass, bossa nova, jazz, soft rock, classical harp, full length cabaret musicals and stand-up comedy.

MusicalFare also has a presence downtown at Shea’s 710 Theatre, which has become a consistent third venue and operation for MusicalFare. Mounting 1-3 shows there each season, productions have included serious drama, award winning musical comedy, popular musical revues, a provocative pop-rock musical, murder mystery fun, the musical adaptation of a dramatic graphic novel, and the remount of a world premiere musical by Tom Dudzick.

MusicalFare is currently partnering with the Town of Amherst to build a brand new theatre for the company at the site of the former Westwood Country Club and Golf Course which is being developed by the Town as a public park with walking paths, an ice ribbon, splash pad and an inclusive playground

MusicalFare Theatre is committed to the principles of diversity, equity, access and inclusion at all levels of governance, administration, operations and production.