

## THE LAGUNA PLAYHOUSE – Development Manager



<b>Reports to:</b>	Executive Director
<b>Position Status:</b>	Full time, Regular, Non-Exempt
<b>Salary:</b>	\$42,000 or Commensurate with Experience
<b>Benefits:</b>	Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays
<b>Application:</b>	Cover letter must accompany resume submission

**About Us:** Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Development Manager. Working closely with the Director of Major Giving (and the CFO/CTO) and reporting to the Executive Director, the Development Manager will be responsible for supporting the agency's development, community relations, and outreach efforts.

**About the Position:** The Development Manager is responsible for managing Tessitura, the organization's donor database, implementing special events, and managing aspects of individual, foundation, and corporate partner relationships. The position is responsible for donor database management, donor files, and donor correspondence.

**About the Culture:** The person most successful in this position will be a well-organized, detail oriented individual dedicated to helping take the development function of a vibrant and growing non-profit theater to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly!

**Qualifications:** The ideal candidate will bring creativity and enthusiasm for helping Laguna Playhouse build and sustain relationships with donors and audience members.

- Strong verbal, written and interpersonal skills
- Self-motivated, detail oriented, work effectively both within a team and in self-directed situations
- Must maintain positive personal relationships in a broad range of situations
- Able to work under pressure; meet tight deadlines and funding goals; maintain a calm, professional work style
- Competency with computers, the Microsoft Office Suite, and social media
- Experience working with the Tessitura database strongly preferred
- The ability to work flexible hours including weekends and evenings from the office
- Ability to maintain confidentiality

### Responsibilities:

- Conduct data entry for incoming donations in donor database, Tessitura, and acknowledge all gifts within 48 hours of receipt.
- Organize and maintain donor records, including biographical information and giving histories, in digital archives and Tessitura database.
- Implement and manage on-going donor stewardship with current and potential donors.
- Assist in organizational plan to identify, recruit, cultivate, and renew individual and corporate donors.
- Coordinate opening nights, annual gala, and other special events aimed at cultivating relationships with current donors, as well as engaging new donors.
- Routinely sell tickets, arrange comps, and process exchanges for trustees and high-level donors.
- Partner with Marketing Manager to plan and execute online solicitations in WordFly.
- Assists Development Team with tasks and projects as needed.
- Work occasional evening and weekends to assist with fundraising events.
- All other duties as assigned.

**Physical Requirements of the Position:**

- Employees will be required to provide proof of vaccination as a condition of employment. When providing such documentation, applicants are instructed to omit any additional medical information other than proof of FDA-approved vaccination against COVID-19 infection. Please note any record of applicant vaccination will be maintained as a confidential medical record.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Development Manager Position Application

Cover letter must accompany resume submission

[hr@lagunaplayhouse.com](mailto:hr@lagunaplayhouse.com)