**THE LAGUNA PLAYHOUSE –** Executive Assistant

Reports to: Director of Development, Managing Director

Position Status: Full time, Regular, Non-Exempt

Salary: $31.00 - $33.00 per hour

Benefits: Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays

Application: 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 Executive Assistant. Reporting to the Director of Development and Managing Director and working in collaboration with all department heads, the Development Director will help host campaigns for fundraising and enhance the donor experience.

**Position Summary:** At Laguna Playhouse, our mission is to enrich, educate, and entertain our community through the power of live theater. The Executive Assistant plays a vital role in sustaining that mission by ensuring smooth and strategic coordination of donor stewardship, development operations, events, and communications. A proactive team player, this individual embraces technology, tackles challenges with a can-do attitude, and thrives in fast-paced environments with minimal oversight. This team member will be the backstage hero—balancing data integrity, meaningful donor experiences, and collaborative execution of fundraising campaigns. With a deep appreciation for the arts and an eye for detail, this individual will help bring our stories to life behind the scenes, ensuring our supporters feel valued and inspired.

**About the Culture:** The right candidate will be highly organized, deadline-driven, and passionate about supporting a thriving, mission-based performing arts organization. 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.

**Core Responsibilities:**

This description outlines general job responsibilities and is not intended to be an exhaustive list. Duties may evolve or expand as needed to support the goals of the Director of Development and Laguna Playhouse.

Development Operations & CRM Management

* Maintain accurate and up-to-date donor and prospect records in Tessitura.
* Run reports and mailing lists to support development campaigns and donor communications.
* Track donor touchpoints and move management activity to support strategy.
* Process contributions and produce timely, personalized acknowledgment letters and tax receipts.
* Analyze fundraising performance metrics, donor acquisition, and retention strategies in collaboration with the Development team.
* Assist in the development of multi-channel campaigns, including direct mail and digital/online fundraising.
* Coordinate with marketing and production teams to ensure donor listings and signage are accurate and up-to-date.

Events Management

* Assist in the planning and execution of 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 assess ROI of donor events.
* Maintain inventory of event supplies and collateral materials.
* Prepare briefing materials and talking points for executive and artistic leadership.

Development Communications

* Collaborate on donor-facing communications including newsletters, campaign letters, thank-you messages, and program inserts.
* Assist in drafting and editing grant proposals and funder reports.
* Contribute to content for digital appeals, event invitations, and donor stories.

Administrative & Cross-Departmental Support

* Coordinate mailings, donor packet preparation, and materials for meetings or events.
* Manage calendars, meeting notes, and follow-up for development team meetings.
* Run statistical, financial, and constituent reports responsive to the needs of staff, and prepare lists (mailing, prospect, etc.) as needed by staff.
* Collaborate with the Marketing team to develop compelling promotional materials for donor engagement and recruitment.
* Track and reconcile development expenses, invoices, and credit card reports.
* Maintain organized digital filing systems for donor and development records.

**Qualifications:**

* Bachelor’s degree and minimum 3 years of experience in nonprofit development, donor services, event coordination, or related fields.
* Proficiency in CRM systems and Microsoft Office Suite.
* Exceptional attention to detail and strong organizational skills.
* Experienced in managing executive calendars and meetings, drafting internal and external communications, and coordinating events and special projects in support of senior leadership.
* 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 occasional evenings and weekends for events.
* Valid California driver’s license and reliable transportation.

**Physical Requirements of the Position:**

* This position involves sitting, standing, twisting, turning, and lifting up to 25 lbs

To apply for this position, please send a cover letter and resume to Human Resources ([hr@lagunaplayhouse.com](mailto:hr@lagunaplayhouse.com)) under the heading:

**Executive Assistant**

ApplicationCover letter must accompany resume submission