

Arden Theatre Company, Philadelphia, PA | www.ardentheatre.org

Position Title:	Development Assistant
Department:	Development Department
Classification:	Part-Time (20–25 hours per week)
Start Date:	February 2022
End Date:	June 30, 2022
Reports to:	Development Manager
Location:	On-Site

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In our last complete season, 2018 / 2019, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances seen by more than 107,000 people.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

Position Summary

Arden Theatre Company's Development Assistant is responsible for assisting the Development Department in all fundraising operations for the company. The Development Assistant will work closely with the Development Manager and Manager of Individual Giving to complete administrative, organizational, and

communication tasks for both Individual and Institutional Giving. The position requires extraordinary attention to detail, ability to adapt quickly to various tasks, and a commitment to serving the organization's mission and goals.

Essential Duties and Responsibilities

- Execute a variety of administrative functions for the department, including gift processing, acknowledgement letter creation, and database clean-up and organization.
- Assist the Development Department with special events, including the upcoming Granfalloon Gala in June 2022.
- Perform and promote efficient and collaborative procedures and practices for Development operations

Responsible for:

- Maintaining accurate recording of donor information using AudienceView donor database
- Maintaining and updating foundation, corporation, and individual donor records
- Generating timely and accurate donation acknowledgments, thank you letters and tax receipts for individual donors
- Receiving, organizing, and processing all gifts using AudienceView.
- Assisting with the execution of Granfalloon Gala event in June 2022. Including:
 - Assisting with invitations, mailing, and other Gala related communications.
 - Alongside the Manager of Individual Giving, preparing and soliciting items for the Silent and Live Auction.
 - Assisting with day-of event logistics and being onsite for the Gala.
- Conducting preliminary research on prospective grants, corporate, foundation, and individual donors.
- Providing phone and email support, responding to donor inquiries, as needed
- Coordinating electronic and direct mail communications
- Assisting with editing departmental and company related collateral as needed, to include print and social media
- Other duties as assigned

Competencies

- Outstanding oral and written communication skills
- Meticulous attention to detail
- Ability to initiate, build trust and maintain positive relationships, internally and externally
- Ability to work with minimum supervision
- Results orientated
- Excellent communication and interpersonal skills
- Outstanding organizational skills

Required Experience

Successful candidates will:

- Be comfortable in a fast-paced environment; flexibility is key.
- Be an exceptional collaborator with an ability to engage with a wide range of people.
- Have a base knowledge of common fundraising and communication practices.

- Have strong communication skills, excellent judgment, creative problem-solving skills, and detail-oriented skills.
- Be able and willing to work a flexible schedule, which will include some nights and weekends.
- Be calm under pressure and skilled at managing conflict.
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast-paced, dedicated team—rolling up your sleeves must be a favored tactic.
- Express a passion for theatre and the Philadelphia cultural community with a genuine interest in becoming a driver of Arden’s mission and vision.

Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation

Compensation for this position begins at \$15/hour. This is a part time position.

Anticipated start date: February 2022

Application Process

Applicants should submit a cover letter, resume, and three professional references to humanresources@ardentheatre.org

Application Closing Date: Until the position is filled.

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.