

**The Theater Offensive is looking for a new Development Associate**

The Theater Offensive, New England's leading LGBT (lesbian, gay, bisexual and transgender) theater company, seeks an experienced professional for a part-time Development Associate position. Must be proficient in database management and spreadsheets; super-organized, detail oriented, charming and a direct communicator. The purpose is to support the Development Manager in the administrative implementation of all development initiatives including an outrageous \$200K fundraising event in the Spring. Responsibilities include a great deal of phone, written and electronic communication as well as data systems management.

The Development Associate is supervised by the Development Manager and works closely with The Executive Artistic Director, other staff and event consultants, as well as supervises development interns and volunteers.

Candidates must have at least 3 years work experience in fundraising field and be proficient in File Maker Pro (or equivalent database). Candidates should also have excellent written and verbal communication skills, ability to represent TTO in various communities and champion its mission, and be able to work effectively with a wide range of stakeholders. Strong candidates will have experience working in LGBT communities and communities of color. Attention to detail and ability to manage multiple projects and deadlines is critical. Delightfully persuasive, outgoing and firmly diplomatic personalities are a plus.

**Procedure for Application:**

Interested candidates are invited to submit **resume, a minimum of three references and a cover letter** describing interest, relevant qualifications and experience to the Development Associate Search Committee.

Please forward application packets (WORD or PDF Format) via electronic mail to DASearch@thetheateroffensive.org. Please note "DA Search <your last name>" in the subject line.

In addition, we request that you copy the text of your resume into the body of your email message. PLEASE DO NOT call or drop in.

20 hrs/wk, no benefits. Flexible schedule includes occasional evenings; most hours within 10a-6p, Mon-Fri.

**The Theater Offensive is an equal opportunity employer. LGBT people of color and women are strongly encouraged to apply.**

Nominations of qualified candidates are also welcome.

**Start date:**

Early August 2010

**Job Summary:**

Working closely with the Development Manager will be engaged for the administrative implementation of all development initiatives including assistance with:

- Fundraising support for annual ClimActs! event including: manage and maintain sponsor Database, prepare and deliver sponsor & event captain solicitation packets, coordinate and place follow up phone calls, coordinate and manage activities of co-

chairs & volunteer committees, oversee reception, check-out, auction, food and beverage arrangements, interface with production team.

- House-party-size events (2-4 per year)
- Direct mail appeals (about 3/year)
- Maintenance of funder relationships.
- Corporate donation solicitations
- Gift acknowledgement

**Qualifications:**

- At least 3 years work experience in fundraising field.
- Proficiency in File Maker Pro (or similar database)
- Excellent verbal and written communication skills.
- Excellent telephone skills.
- Mac-based computer skills.