

THEATER J DEVELOPMENT ASSOCIATE

The Edlavitch DC Jewish Community Center (EDCJCC) seeks a talented and motivated professional to join Theater J's administrative team. This full-time position will report to the Director of Donor Engagement and will support the Director of Donor Engagement, Artistic Director, Managing Director, Theater J Council, and will work closely with the Edlavitch DCJCC Institutional Advancement team as well as being a key member of the Theater J administrative team.

Given that this person will correspond regularly with key stakeholders and donors, this role requires the utmost professionalism and confidentiality.

About Theater J

Theater J is a program of the Edlavitch DCJCC and a nationally renowned, professional theater that celebrates, explores, and struggles with the complexities and nuances of both the Jewish experience and the universal human condition. Theater J presents seven productions each year.

About the Edlavitch DCJCC

Guided by Jewish values and heritage, the Edlavitch DCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital. The EDCJCC holds a commitment to diversity, equity, inclusion, and repairing the cracks we see in ourselves and our society as a core value.

Job Responsibilities:

Development Responsibilities

- Supports Director of Donor Engagement in fostering relationships with Theater J's individual donors through managing donor benefits, crafting informal acknowledgments, researching prospects, preparing for solicitations, and executing donor outreach strategies.
 - Coordinating Theater J events through space reservation, guest invitation and tracking, and catering orders.
 - Tracking Theater J fundraising progress, including recording pledges and distributing weekly development report.
 - Tracking and reporting on Theater J's fundraising numbers, tracking pledges and gifts made to Theater J as well as updating projections.
 - Supporting the planning and executing annual fundraising campaigns.
- Support Theater J's grant writing and research process, facilitate review of grant proposals by the Director of Donor Engagement, Artistic Director, Managing Director, and EDCJCC leadership, and upload and submit final grant materials through portals.

- Manage Salesforce presence which includes, but is not limited to, tracking all input into Salesforce (tasks, follow-up, meetings, notes) and managing daily tasks in Salesforce.
- Theater J Council Support
 - Coordinate and schedule Council and Council committee meetings, including the preparation and distribution of meeting agendas, materials, and minutes.
 - Ensure accurate and organized record-keeping of Council-related documents,
 - Prepare documents and draft correspondence with Council and assist with special projects as they arise.
- Provide support to the Artistic Director and Managing Director and ensure that they are prepared for upcoming meetings and appointments by assembling necessary materials in coordination with appropriate staff/departments.
- Manage departmental meetings, materials preparation, room setups, catering, and event follow-up. Reconcile receipts and expenses with finance

Qualifications and Skills

- Minimum of two (2) years of professional work experience, preferably in fundraising or administration at a non-profit.
- Experience using PC operating systems, Microsoft Office, and non-profit fundraising databases. Salesforce experience preferred but not required.
- Demonstrated ability to communicate effectively both written and verbally.
- Excellent organization, prioritization, and time management skills; must be detailed-oriented, diligent with follow-up, and able to deliver results on multiple priorities simultaneously.
- Ability to work with diverse constituents internally and across the community.
- Trustworthy with sensitive, confidential information.
- Take initiative to begin and complete projects independently but also appreciate a highly collaborative work environment.
- Ability and willingness to work evenings and weekends (including periodic pre-show and post-show receptions).
- Ability to adapt quickly and willing to take on other tasks as assigned.

Passion for the performing arts is a plus.

Salary, Benefits, and Work Requirements

- The ideal starting date is on or before March 1, 2025.
- Competitive salary (ranging from \$50,000 - \$53,000) in the non-profit marketplace.
- The Edlavitch DCJCC offers a comprehensive benefits package (health insurance, retirement plan, life insurance, and long-term disability) as well as membership and discounts for key EDCJCC programs.
- This full-time position can be fully in-person or hybrid; however, the EDCJCC requires staff to be in-person a minimum of three days a week.
- Working hours are 10:00 AM – 6:00 PM Monday through Friday
- Requires occasional in-person work on evenings and weekends.
- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must possess the ability to use hands and arms, to use a computer and answer phones, and frequently be mobile to stand, walk, stoop, kneel, and assist in the set up and break down for events. Employees are expected to may need to lift up to 40 lbs for this position.

To Apply

Please send a resume, cover letter, and writing samples to Emma Wesslund, Director of Donor Engagement ewesslund@theaterj.org. Only qualified candidates will be contacted.

The Edlavitch DCJCC is an equal opportunity employer The Edlavitch DCJCC provides employment opportunities to all employees and applicants without regard to race, color, national origin, religion, sexual orientation, gender identity or expression, age, disability, sex (including pregnancy), personal appearance, genetic information, economic background, political affiliation, marital status, familial status, family responsibilities, matriculation, place of residence or business, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.