



**Job Title: Development & Membership Assistant**

**Reports to: Director of Development**

**Department: Development**

**FLSA Classification: Part-Time (20-25 hours per week), Non-Exempt**

**Hourly Rate: Hourly Rate: \$17-\$19/hr**

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

**General Statement of Job Function:** The Development & Membership Assistant supports the efforts of the Development Department in a variety of aspects including development activities of donor and membership cultivation, acquisition, and stewardship as well as with corporate and foundation fundraising activities. The Development & Membership Associate exercises independent discretion and judgment in regards to database management and unearned revenue gift entry and handling of cash, credit cards, and checks.

**Primary Areas of Responsibility:**

- Works with the Database Administrator to maintain the institution's donor database (PatronManager) and related fundraising software, including gift processing and reporting, generating acknowledgements and tax receipts, and performing regular data maintenance tasks.
- Work with the Database Administrator, Membership & Annual Fund Manager, and Director of Development to manage, track, coordinate, and evaluate all Membership and renewal activities.
- Respond to and resolve, in a timely manner, Member and Donor inquiries as assigned by Membership & Annual Fund Manager and Director of Development.
- Assist with maintaining the department's operating budgets, including reporting income to accounting, tracking expenses and assisting with the annual audit.
- Develop and maintain administrative tools including donor & sponsor benefits trackers and department activities calendars.
- Provide special events support as needed, including managing and tracking attendees, organizing event documentation and materials, and assisting with event set-up.

**Additional Areas of Responsibility:**

- Assisting with managing recurring donations
- Assist the Director of Development with Board matters, including attending Board committee meetings, preparing meeting agendas and taking minutes.
- Provide general assistance to support the Director of Development.
- Perform other duties as assigned

**Desired Qualifications:**

- Strong Computer Skills, especially in Microsoft Office; and CRM and Auction Databases (prior use/knowledge of Patron Manager is a plus).
- Strong book-keeping skills (accuracy and attention to detail).
- Strong verbal and written communication skills.
- Strong time-management skills and the ability to be flexible with assignments and priorities; some evening and weekend work will be required.
- Familiarity with donor and foundation search engines (prior use/knowledge of iWave is a plus).
- Demonstrated ability to work with and motivate volunteers.
- Possess an enthusiastic and positive outlook with a genuine interest in multiple aspects of fundraising.
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing diplomacy and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity

**How to Apply**

- Please send a cover letter, resume, availability, and list of three references to [jobs@goodspeed.org](mailto:jobs@goodspeed.org) with the subject line "Development Assistant."