

Development Operations Manager

Department: Development

Reports to: Director of Philanthropy (DoP)

Direct Reports: N/A

Classification: This is a full-time, exempt (salary) position.

Compensation: \$52,000 annually, plus an array of benefits including health and dental insurance.

How to apply: Please submit resume and cover letter to human.resources@longwharf.org. Include in the subject line "Development Operations Manager"

The Invitation:

Long Wharf Theatre is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building artistically innovative theatre with, for, and by the greater New Haven community. We are seeking a talented Development Operations Manager to drive daily operations within our department, including coordination of data management, budget process, annual fund appeals, and membership programs.

The Work Environment and Culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including, but not limited to):

- Manage and provide development data as needed by the organization.
- Ensure all gifts and pledges are accurately recorded and reconciled in Spektrix
- Manage and maintain any digital or hardcopy records and record-keeping processes
- Oversee and facilitate gift acknowledgement process
- Support expansion of new donor engagement through leadership of annual appeal strategy, membership programs, and community engagement
- Maintain an assigned portfolio of sustaining annual fund prospects
- Analyze data, including giving trends over time, to support annual fund solicitation strategies
- Participate in annual and monthly budget forecasting process alongside Director of Philanthropy; coordinate contributed revenue budget reports for staff and board leadership
- Manage development-related expense budgets
- Draft and prepare development correspondence, sponsorship agreements, and other written outreach
- Assist on grant applications and sponsorship proposals, including compilation and submission of supporting materials
- Manage and execute donor benefits fulfillment including playbill listings and other forms of funder/donor recognition; code Spektrix records for stewardship purposes
- Serve as liaison to Box Office and Marketing colleagues for data and audience-building projects
- Assist in preparation and execution of fundraising events, especially coordination of financial tools specific to those events
- Participate in envisioning and achieving annual development plan, including assistance with mailings, events, and other projects in all areas of philanthropic engagement
- Create and coordinate development workflow calendar
- Maintain inventory and ordering of development office supplies and coordinate office systems
- Participate in department, staff, financial forecasting, and select board meetings.

The Skills & Expertise Needed:

- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- Comfort with cross-departmental collaboration and internal communication is essential.
- Excellent writing, copy-editing, and proofreading skills, with attention to detail.
- Ability to maintain multiple projects simultaneously and successfully meet deadlines.
- Strong organizational skills and the ability to work independently as well as on a team. Proactive and self-directed.
- Ability to ensure confidentiality with donor data.
- Ability to learn web-based software required for the job and for administrative purposes.
- Ability to use a computer for email, calendaring, spreadsheets, and word processing.
- Attend trainings in data management and other relevant skill-building as necessary.
- Attend anti-racism, anti-harassment, and safety trainings.
- Provable eligibility to work in the US.

The Experience Needed:

- Fundraising/administrative experience and expertise in MS Word and Excel
- Knowledge of fundraising software and data management; Spektrix expertise is a plus
- 2-3 years' work experience in most of the duties listed above

***Full vaccination against COVID-19 is required as a condition of employment.**