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June 2024

Development Coordinator

Cinnabar Theater, a nonprofit performing arts organization, located in Petaluma CA, is seeking a Development Coordinator to oversee donor management and assist with newly created fundraising campaigns. The candidate must be highly proficient in CRM systems, preferably Donor Perfect and Donor Search.

**Job Responsibilities:**

**Gift Processing, Data Entry, and Gift Acknowledgement**

**-**Performs daily entry and coding of gifts, including cash, checks, credit cards, stock, etc.

-Coordinates data flow from outside gift processor and separate ticketing system.

-Coordinates the acknowledgment process

-Coordinates any other stewardship premium mailings

-Leads in relationship with the outside acknowledgement processing firm.

-Provides excellent customer service to Donors and individuals contacting the organization via email, phone call or mail.  Troubleshoots obstacles as needed.

-Database Management; works with support of Donor Perfect for issues.

-Maintains donor records in the donor database, including review of duplicate records and other processes, to ensure a high level of file health for successful fundraising.

-Performs weekly/recurring database maintenance tasks.

**Donor Relations**

-Responds in a timely manner to all inquiries and special requests from donors and supporters; triages inquiries not related to donations and works to ensure that all inquiries are properly handled by the most appropriate staff person.

-Records all interactions with donors in Donor Perfect.

-Research on prospective donors and foundations through the Donor Search software.

-Works with Executive Director to establish a fundraising plan based on knowledge acquired through Donor Search.

**Additional Support**

Cross trains on all Development Services Coordinator work.

Provides administrative support in the Development Department as needed.

Other annual giving projects as needed.

Skills Required:

–      Excellent writing and communication skills

–      Ability to meet deadlines

–      Proven track record of success

–      Motivated, well organized, and a creative problem solver

Qualifications

-Bachelor’s degree and 3-5 years of development experience, preferable with a nonprofit

-High proficiency in CRM – preferably Donor Perfect and Donor Search

-High proficiency with data entry and familiarity with Microsoft Office 365, including Word and Excel, as well as OneDrive and Teams.

-Strong analytical, communication, and organizational skills with impeccable attention to detail.

-Self-directed with the ability to work as a team member.

-Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities

-Candidate must be self-motivated, able to work on your own and come up with creative ideas for fundraising.

Candidates should have an appreciation and understanding of Cinnabar Theater’s mission and long-standing reputation in the community, as well as enthusiasm for the current project. A strong commitment to the mission of Cinnabar Theater and this transition year of growth, while we are building a brand-new theater home.

This is a Part-time position and can grow into Full Time.

Compensation commensurate with experience.

Cinnabar Theater is committed to diversity both on stage and among our staff.

Interested applicants should view our EDI statements on our website.

To apply to this position, please submit resume and cover letter to

[diane@cinnabartheater.org](mailto:diane@cinnabartheater.org) No phone calls, please!