



Job Description

Title:	Donor Experience and Communication Manager
Reports To:	Paula Taylor, Chief Development and Marketing Officer
Status:	Full-Time Exempt
Salary:	\$52,000/yr
Benefits:	Eligible for ATC employee benefits package
Location:	Tucson or Phoenix

Company Profile: Arizona Theatre Company (LORT C1) is the state's only member of the League of Resident Theatres, as well as the only LORT theatre in the country that produces shows in two cities- Tucson and Phoenix Metropolitan Area. ATC maintains offices in both cities and produces 5-6 mainstage shows, various workshops and galas each year. Each show is built, rehearsed, teched and opened in Tucson at the Temple of Music and Art, and then moves to the Phoenix Metro Area at the Tempe Center for the Arts- Home of Arizona Theatre Company. For fiscal year 23/24 the budget is anticipated to be approximately \$8.5M.

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including, but not limited to, race, color, age, sex, gender identity, sexual orientation, religion, disability, or national origin.

Overview:

The Donor Experience and Communication Manager plays a crucial role in Arizona Theatre Company's (ATC's) Development Team. The full-time position reports directly to the Chief Development Officer and Marketing Officer (CDMO) and will split duties between Event Management, Fundraising, and Development administrative tasks. The Donor Experience and Communication Manager works with high-level donors, trustees, and executives.

The Donor Experience and Communication Manager will be responsible for planning and executing all donor events in both cities, including the annual Gala and Season Announce events, securing sponsorships, and donor cultivation. Primary administrative duties include taking a lead role in planning, oversight, budgeting, and managing large and small fundraising and donor events. The Donor Experience and Communication Manager will solicit sponsorship, create budgets for all fundraising and donor events.

Responsibilities:

- Donor event planning and oversight, including executing and follow up from fundraising events, opening nights, Page to Stage, in-home parties in person.
- Liaise with Marketing to create all event collateral and sponsorship materials.
- Supporting Grants Manager in Corporate Sponsorships.
- Develop with CDMO fundraising strategy for each season, both traditional and digital.
- Lead planning and execution for annual Gala in Tucson and Season Announce Event in Phoenix.
- Create and manage budgets, impact reporting, and return on investment summaries for all events.
- Contract all vendors for events.
- Secure sponsorship and underwriting for events.

- General administrative tasks related to the overall flow and work plan of the development department, in a variety of program areas.

Position Qualifications:

- A minimum of 4 years of experience in Event Planning, non-profit Events and Sales a plus.
- College Degree encouraged.
- Demonstrated ability to execute successful events, knowledge of Arizona preferred.
- Detail-oriented, organized, and deadline-driven.
- Clear, precise, and compelling written and verbal communication skills.

Required Knowledge, Skills, and Abilities:

Donor and Customer Focus:

- The ability to pursue excellence in donor and customer satisfaction by placing a high value on deep relationships that build rapport with ATC donors. Commitment to confidentiality is a MUST.
- Excellent organizational, interpersonal, and networking skills with large groups as well as with individuals.
- Strong written and verbal communication skills. Attention to detail is KEY.
- Fun, creative person willing to think outside the box.

Self -Starting:

- Ability to maintain a high level of poise and professionalism in all circumstances while working in a fast-paced setting.
- As the support needed from this position will sometimes be short notice, healthy initiative and problem-solving is a must.
- Ability to work collaboratively in a team setting.

Personal Accountability:

- Demonstrated ability to take primary responsibility for a diverse number of projects and complete them promptly.
- Ability to meet deadlines.
- Reliable Transportation a must.
- Experience in the arts or theatre a plus. Ability to provide unique insights and understanding.
- Proficiency with Microsoft Office 365, Excel, and Parton Manager (Salesforce) a plus.
- Familiarity with the Classy giving platform a plus.

Physical & Scheduling Requirements:

- Must be able to lift and move items weighing up to 40 pounds.
- Must be able to perform physical activities such as, but not limited to lifting and bending.
- Available to work nights and weekends.
- Short Tucson or Phoenix overnight stays will be required based on event schedules.

HOW TO APPLY: Send letter of interest and resume to HR@arizonatheatre.org