DEVELOPMENT ASSISTANT

POSITION SUMMARY

Salary: $35,000 - $40,000 with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Development
Reports to: Development services director
Status: Full-time, non-exempt (40 hours/week)
Benefits: Yes

Who we are

Over the last year, we closed our theater doors to in-person performances, just like many others across the globe. We paused and used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we open our doors once again, we at Hartford Stage are seizing the moment now and taking intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the development assistant, you will keep us organized and on track. You are an incredible multitasker and an experienced communicator. You’re someone who sees the big picture and enjoys getting into the nitty gritty. You’ll be part of an ambitious and collaborative fundraising team and will be responsible for providing essential support to internal and donor-facing operations. You’ll get to know some of our most ardent supporters and theater lovers and why they’ve come to love Hartford Stage. Together with the development services director, you’ll manage our database along with gift processing, and other related duties.

What you’ll be doing

- Interfacing with donors and responding to information requests timely and accurately
- Making outreach calls to existing and prospective donors
- Supporting event needs; managing RSVPs and various on-site duties
- Preparing and tracking donor benefit materials
- Supporting the development team with renewal and acquisition mailings and emails
- Managing our donor database; keeping accurate, updated records
- Processing daily gifts in accordance with development and finance department operations and policies
- Organizing office supplies, event inventory, and collateral
- Conducting research as requested
• Supporting communications, filing, and invoicing
• Creating and maintaining mailing lists and analytic reports
• Partnering with other departments and/or events

What you bring

Excellence in:

• Project coordination of multiple concurrent deliverables with competing and unpredictable schedules
• Time management, prioritization, and attention to detail
• Verbal and written communication and interpersonal skills
• Fundraising database software
• Microsoft Office Suite
• Adaptability—flexibility under pressure
• Creative problem-solving
• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus points:

• Experience with Tessitura
• An interest in/or knowledge of fundraising operations
• Multilingual

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

Since the shutdown—under new artistic and executive leadership—our team has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to HR@hartfordstage.org.