



Job Title: Development Associate
Reports To: Development Director

About Cygnet Theatre: Founded in 2003, Cygnet Theatre is a leading regional company and one of San Diego's cultural icons. Each year, Cygnet Theatre creates an eclectic mix of 6 or 7 main stage productions, from classics to world premieres to Broadway-style musicals. On stage and off, Cygnet Theatre is dedicated to bringing the best performances to San Diego. Beyond its work on the stage, Cygnet provides educational and outreach programs to youth, emerging artists and Military communities around San Diego County.

Mission: Believing in the power of theatre to startle the soul, ignite debate and embrace the diversity of the community in which it serves, Cygnet Theatre Company is fearlessly committed to the dissection, examination and celebration of the human story through the medium of live theatre.

Summary: Responsible for the management and integrity of Cygnet Theatre's donor database in Theatre Manager including overseeing and conducting data acquisition and analysis, gift processing, tracking and reporting of prospects and donors including individuals, corporations and foundations. Provide administrative support for Cygnet's Development Department including annual fund giving programs, gift processing and stewardship, event fundraising and other functions as needed to achieve annual fundraising goals.

Key Database Management Responsibilities:

- Monitor and evaluate all processes that influence the quality of services to donors, including gift acknowledgement, recording of donor data, electronic and traditional correspondence, recognition and stewardship.
- Analyze giving statistics to provide information and management reports that can drive development strategies and determine return on investment of specific tactics.
- Design campaign tracking and moves management reports that can be used internally for senior staff and externally for board of directors and board committees.
- Produce requested mailing lists and review all mailing lists to ensure conformity to organizational mailing standards.
- Perform data entry activities including gift entry, event attendee tracking, prospect/donor research information.
- Develop and maintain documentation of all processes and procedures relating to the implementation, maintenance and use of Theatre Manager for development purposes.
- Assist staff on basic database functions including entering notes, basic report pulling.
- Work collaboratively across the organization to develop processes regarding Theatre Manager that benefit all facets of the organization, including Marketing/Community Engagement.

Key Fundraising Responsibilities:

- Manage mail campaigns including writing direct mail appeals, managing volunteers and analyzing campaign results.
- Provide logistical support to special event fundraising including annual Gala and Summer Benefit.
- Coordinate gift acknowledgement process and make thank you calls to annual fund donors.

Education and Experience:

- Four-year college degree or equivalent. Advanced degree or CRFE certificate a plus.
- 2-3 years of experience in non-profit database management, data analysis and non-profit fundraising.
- Proven success in database analysis and project management.



- Knowledge of fundraising principles and techniques as well as successful experience working with community volunteers and donors.

Skills:

- Excellent analytical and problem-solving skills.
- Well organized with exceptional attention to detail.
- Excellent computer skills – experience with non-profit donor management systems a must; experience with Theatre Manager a plus, Microsoft Office suite.
- Superior writing skills and excellent proofreading skills required.
- Ability to work independently and as a member of a team.
- Excellent interpersonal skills.
- Ability to handle confidential information with discretion.
- *Note: This position will require occasional availability on evenings and/or weekends.*

Compensation:

- Full-time with competitive salary and benefits.

To join our team – send a resume, writing sample and a cover letter to Development Director Marinda Peugh at jobs@cygnettheatre.com.