

Embassy Theatre Foundation, Inc.

Job Description

Job title: Philanthropy Manager
Reports to: Chief Philanthropy Officer
Classification: Non-Exempt, Full-time
Salary range: Starting at \$40,000; negotiable, based on experience

General description:

This position supports the operations of the philanthropy department. Serves as an administrative coordinator, working closely with the Chief Philanthropy Officer to manage projects and fund development efforts. Leads data entry, creates reports, studies trends, coordinates grant needs, and assists in communication and stewardship.

Duties and responsibilities:

- Provides administrative support to the Chief Philanthropy Officer and other fundraising staff.
- Provides support for donor and membership programs, including donor letters, calls, entry and management of records, data and communications.
- Manages the philanthropy department's calendar and assists in scheduling appointments and meetings.
- Creates and runs weekly philanthropy reports.
- Coordinates required grant information and reports.
- Supports the philanthropy department in implementing annual development plan, event project management, and member services activities.
- Responsible for ensuring the privacy of sensitive patron and donor data.
- Works at Embassy events as required.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: Excellent communication and organizational skills required. Bachelor's degree in a related field and/or at least four years' experience in administrative support, project management or philanthropy preferred. Must be able to work with a team as well as independently and able to handle multiple projects and tasks.

Hours: Full-time is based on 35 hours per work week, with flexibility to accommodate weekend and evening work schedules. Work from home flexibility available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holiday and sick days.

The Embassy Theatre is an Equal Opportunity Employer.