

WESTPORT COUNTRY PLAYHOUSE

Westport Country Playhouse, an innovative, exciting regional theater in Fairfield County, Connecticut, seeks a Development Fellow to support a dynamic fundraising team.

Full Time Development Fellow

\$250 per week

One Year

Position Overview

Reporting directly to the Development Operations Manager, the Development Fellow provides administrative support for the development department. This position is a full time paid intern position, 40 hours per week with weekend duties. Must be available the weekend prior to Gala on Monday, September 9. Hours are 10-6pm.

While there is no guarantee of future employment upon the conclusion of the year-long fellowship, the Playhouse culture is one that provides a strong foundation upon which interns may succeed and move into a regular staff position if skills are proven, and a good cultural fit. All current members of the Development team were once interns. The most recent Development Fellow has just been named Artistic & Management Associate to the Artistic and Managing Directors.

Principal Responsibilities

- Accurate data entry into Tessitura (gifts, research, contacts, etc)
- Conduct research into individual and institutional giving prospects, and document information in Tessitura and other systems
- Assist with all development events including opening nights, preview week and pre show events
- Prepare all Annual Fund gift acknowledgements on a weekly basis
- Maintain hard copy and digital files for all individual and corporate donors and prospects.
- Monitor inventory of office supplies and other pertinent materials and coordinate purchasing with Development Operations Manager
- Work with Development Operations Manager to facilitate board and individual stewarding; track fulfillment of donor recognition, ticket benefits and amenities.
- Manage donor listing in production programs; work with development staff and graphic designer to update listings and ensure print and proofing deadlines are met
- Maintain department expense reports and budget documentation
- May perform other duties as assigned

Gala & Other Special Events Responsibilities

- Assist Development Operations Manager with Gala Auction; gala program, gala committee meetings, meeting minutes and gala sales, plus other special events.

Qualifications

- Understanding of and commitment to the mission of Westport Country Playhouse
- Highly organized with demonstrated project management skills

- Strong attention to detail, organizational, and research abilities including analyzing large volumes of information from disparate sources and synthesizing it in cogent and concise written form
- Flexible and adaptable to a fast paced, evolving work environment; ability to prioritize work, manage multiple tasks, and meet deadlines in a time-constrained environment.
- Professionalism, maturity, and an ability to work with high level donors, and other high-profile individuals
- Respect and discretion in working with confidential information
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, web-based content management systems, and related programs
- Experience in Tessitura or SQL a plus
- A Bachelor's degree, or an equivalent combination of education and experience

Compensation

Weekly stipend of \$250

To Apply

Please submit cover letter and résumé to: Development Fellow Search, Westport Country Playhouse, 25 Powers Court, Westport, CT 06880 or resume@westportplayhouse.org