



## Development Coordinator

The Development Coordinator works directly with the Director of Development to aid in relationships with current and potential institutional partners. They assist in grant writing and working with partnerships and donors to achieve our shared goals, strategizing and soliciting philanthropy with the aim of growing Washington Ensemble Theatre.

### ***Typical duties include:***

#### **Soliciting Partnerships**

- Cultivate stewardship of foundation, corporation and government partnerships.
- Build and strengthen relationships with community and institutional partners.
- Acquire corporate sponsorships for 3 mainstage productions.
- Work with the Board of Directors in making full use of their company giving programs.

#### **Grant Writing**

- Research, draft, & submit grant proposals to corporate, foundation, & government sources.
- Research new grant sources annually.
- Work with the Ensemble to create new opportunities for grant awards.
- Work with Finance to compile funder reporting on current grant programs.

#### **Development**

- Collaborate with Ensemble to ensure fundraising events are produced well.
- Devise and implement strategies for fundraising with the Director of Development.
- Recruit, train, and oversee volunteers at fundraising events.

#### **Desired Interests/Experience**

- A genuine interest in theatre and in working with the public.
- Commitment to education & practice of racial equity, anti-racism & social justice.
- A deep desire for our collective success.
- Interest in customer service, managing projects and people.
- Demonstrated ability to appropriately manage confidential information.
- Excellent communications skills, both written and verbal.
- A demonstrated ability to work effectively, both independently and as a team member.
- Ability to work a flexible schedule, including regular evening and weekend hours.
- Ability to multitask in a fast paced, high energy environment with seasonal workflow changes.

*Please note this is a volunteer position that receives a stipend. For more info, visit our **Ensemble Recruitment Information and Process** document on the **WORK WITH US** page of our website.*