



POSITION ANNOUNCEMENT  
DEVELOPMENT ASSOCIATE

POSTING DATE: January 2022

STATUS: Full-Time

REPORTS TO: Development Operations Manager

POSITION AVAILABLE: Immediately

**ABOUT ROUND HOUSE THEATRE**

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

**JOB DESCRIPTION**

The Development Associate will provide logistical and administrative support to the Development Department with a focus on the timely and accurate recording, processing, and acknowledgment of all donations to Round House. The Development Associate serves as an essential member of the theatre’s five-person development team, and works closely with the Director of Development and Development Operations Manager to plan and execute fundraising efforts throughout the year, including direct mail and email appeals, donor cultivation and stewardship events, and other donor communications. Additionally, the Development Associate will provide support for the Annual Gala. The position will begin remotely and eventually be based at the Administrative Offices in Silver Spring, with significant time at the Theatre in Bethesda. Position will include weekend and evening hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Utilizing Round House’s customer relationship management system (Tessitura), accurately process all gift entry and donor information.
- Generate and send acknowledgement letters and other donor correspondence in a timely manner.
- Manage donor records, track gifts and documentation, and create lists and reports through Tessitura.
- Serve as project coordinator for mail and email fundraising appeals, including managing timeline, creating mailing lists, coordinating with print/mailhouse, and collaborating with the Development team in defining audience and developing narratives.

- Provide excellent customer service to current and prospective donors and patrons through direct mail, phone calls, emails, and in person.
- With the Director of Development and Development Operations Manager, plan and execute all aspects of department events, including contact with vendors, creating invitations, maintaining RSVP lists, and coordinating with other departments and venues as necessary (including but not limited to the Annual Gala, six Opening Nights, six Inside Look production previews, Technical Rehearsal, and Backstage Tour).
- With the Development Operations Manager, coordinate reporting of fundraising income and pledge activity with the Finance department.
- Participation in Round House's equity, diversity, inclusion, and accessibility (EDIA) efforts, including serving on an EDIA subgroup and helping to fulfill and promote Round House's mission and values.
- Perform administrative tasks for the Development Department, including answering the Donor Hotline and maintaining department files and supplies.
- Other duties as assigned.

### **QUALIFICATIONS AND CAPABILITIES**

- 1-2 years in development/fundraising or equivalent experience preferred.
- Outstanding attention to detail and organizational skills.
- Enthusiasm for a collaborative team workplace with ability to work independently when needed.
- Ability to prioritize multiple tasks and meet deadlines.
- Excellent interpersonal, verbal, and written communication skills.
- Proficiency with donor databases (Tessitura preferred), email client (WordFly preferred), project management software (Asana preferred), Macs, and Microsoft Office Suite.
- Schedule flexibility and ability to work occasional nights and weekends.
- Familiarity with, and interest in, theatre and/or arts and culture strongly preferred.

*\*Where the qualifications are described in terms of formal education or training, prior experience in a relevant field, as determined by the theatre, may be substituted.*

### **SALARY & BENEFITS**

- Salary: \$40,000–\$42,000
- Health insurance—Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

Submit a cover letter and resume to [jobs@roundhousetheatre.org](mailto:jobs@roundhousetheatre.org). Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit [RoundHouseTheatre.org](http://RoundHouseTheatre.org). No phone calls please.