

DALLAS CHILDREN'S THEATER

JOB TITLE: Development Coordinator
REPORTS TO: Development Director (Executive Director when that position is open)
STATUS: Exempt

Our Mission

The mission of Dallas Children's Theater is to inspire young people to creative and productive lives through the art of theater.

Equity, Diversity, Justice, and Inclusion

DCT is committed to excellence in theater arts programming that challenges and inspires young people from every race, culture, gender, social class, ability, and sexual orientation to develop their unique creative talents and individual perspectives to contribute to a more pluralistic and peaceful world. DCT promotes equity, diversity, and inclusion in all areas of the institution, including its programming, board, and staff.

Summary

The Development Coordinator plays a key role in supporting the development team with day-to-day fundraising activities, donor relations, and volunteer management. This position will focus on gift processing, donor database management, event coordination, and coordinating volunteer engagement. The ideal candidate will be highly organized, proactive, and passionate about the performing arts and nonprofit work.

Key Responsibilities

Gift Processing & Donor Acknowledgment:

- Process and track donations, ensuring accurate records in the donor database.
- Prepare and send acknowledgment letters, including personalized messages for significant gifts.
- Maintain accurate and up-to-date donor records, tracking gifts, pledges, and donor engagement.
- Assist in generating regular reports on donor activity for internal and external use.

Event Coordination:

- Coordinate logistics for fundraising and donor events, including donor receptions, galas, and special performances.
- Assist with the development of event marketing materials, including invitations, programs, and RSVPs.
- Ensure successful execution of event details, including volunteer coordination and on-site support.

Volunteer Recruitment & Management:

- Lead the recruitment of volunteers for events, programs, and other development-related activities.
- Develop and maintain a volunteer database, tracking hours and involvement.
- Train, schedule, and manage volunteers, ensuring they are prepared and supported during events and other initiatives.

- Foster strong relationships with volunteers, ensuring a positive experience that encourages ongoing engagement and support.

Sponsorship Benefit Fulfillment:

- Coordinate the fulfillment of sponsor benefits, ensuring sponsors receive the appropriate recognition and perks.
- Assist in preparing sponsor-related materials and communications.
- Work with the development team to ensure that sponsor expectations are met throughout the year.

Administrative Support:

- Provide administrative support to the development team, including scheduling meetings, preparing presentation materials, and organizing donor and volunteer files.
- Assist with general development office tasks, including tracking budgets and maintaining department records.
- Contribute to the creation of fundraising materials and communications, such as newsletters, appeals, and donor recognition materials.

Skills and Qualifications:

- Relevant experience in nonprofit fundraising, arts administration, or a related field.
- Minimum of 1-2 years of experience in a nonprofit or performing arts environment preferred.
- Experience with donor database management (e.g., Salesforce, Raiser's Edge) or similar software.
- Strong written and verbal communication skills.
- Highly organized with excellent attention to detail.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- A passion for the arts and the mission of the organization.
- Flexibility to work evenings and weekends as required for events and activities.

Dallas Children's Theater is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment regardless of age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status.

To apply, email a resume and cover letter with the following information: proudest professional achievement, most challenging assignment, specific experience relevant to this position, and salary range expectation to staff.openings@dct.org with Development Coordinator in the subject line.

About Dallas Children's Theater

Dallas Children's Theater features professional actors performing for an annual audience of 90,000 young people and their families through mainstage productions and an arts-in-education program. As the only major organization in Dallas focusing solely on youth and family theater, DCT builds bridges of understanding between generations and cultures, instilling an early appreciation of literature, art, and the performing arts in tomorrow's artists and patrons.