



## **Job Description - Development Assistant**

**Job Summary:** The Development Assistant will work closely with the Executive Director to provide support for Fort Wayne Youtheatre's fundraising efforts. This includes database management; assisting with the planning, coordination, and implementation of fundraising activities; grants management; volunteer recruitment; and donor communications.

**Responsibilities & Duties:** The following list provides an overview of the Development Assistant's expected duties and responsibilities. As the organization grows and evolves, responsibilities may be added, modified, or removed.

- Assist the Executive Director with grants management, including but not limited to: identifying prospective funders, writing grant narratives, submitting final reports, etc.
- Maintain the organization's database and mailing list
- Manage gift acknowledgement process and produce donor letters on a weekly basis
- Assist with the coordination and execution of two annual fundraising events
- Contribute to the coordination of volunteers for organizational programming
- Attends weekly staff meetings
- Works Fort Wayne Youtheatre events and performances as required
- Report to the Executive Director
- Performs other duties and responsibilities as assigned

### **Skills & Competencies:**

- High school diploma; higher or continued education in progress preferred
- Experience working in a fundraising/development position preferred
- Strong written and verbal communication skills
- Must be detail-oriented
- Demonstrated proficiency in Microsoft Office and Google Suites
- Ability to learn donor database software



- Experience working in TheatreManager or similar CRM a perk
- Ability to manage multiple projects, schedules, and deadlines
- Must be able to work with a team as well as independently
- Familiarity with standard office equipment
- Ability to travel independently throughout Youtheatre's service region

#### **Compensation & Benefits:**

This is a part-time, hourly, non-exempt position. Pay range is \$14-16 per hour, 10-20 hours per week, and is commensurate with experience. This position offers potential for future growth based on performance. This position hold potential for a hybrid work experience, with in-office attendance required to start.

#### **Content of Confidential Information**

The Development Assistant will have access to sensitive and confidential information relating to donor information. The employee will be charged with using sensitive information responsibly.

**To Apply:** Send resume, cover letter, and two writing/communication samples to [heather@fortwayneyouththeatre.org](mailto:heather@fortwayneyouththeatre.org) with "Development Assistant" as the subject line. No phone calls please.



### **About Fort Wayne Youth Theatre**

**Our Mission:** The Fort Wayne Youth Theatre educates, engages, and entertains regional youth and families through theatre arts.

**Our Vision:** A community enriched by generations of young people who will grow up experiencing life with confidence, creativity, and an appreciation for the arts.

**Our Values:** Youth Theatre's values are practiced by the organization in our day-to-day work and are passed on to participants. Youth Theatre's core values include a commitment to: Accountability, Excellence, Inclusiveness, Innovation, Integrity.

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Fort Wayne Youth Theatre is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.