



## **Donor Services Associate**

### **Position Description**

The Purple Rose Theatre Company (PRTC), a nationally acclaimed professional regional theatre founded by Jeff Daniels; a 501(c)3 nonprofit organization, seeks a full-time Donor Services Associate. This person reports to the Director of Donor Engagement and works with other staff and board members across the organization to further PRTC's mission and fundraising goals.

### **Essential Duties and Responsibilities**

The Donor Services Associate works to keep in regular contact with current donors, supports general operating fund campaigns and works closely with staff and the volunteers supporting the PRTC fundraising program as well as:

- Oversees event planning and works closely with special event volunteers.
- Plans and manages direct mail appeals.
- Maintains the accuracy and integrity of the PRTC database, guides gift processing and other data management tasks, and ensures that all information is kept current.
- Prepares and mails donor and donor prospect communications, including stewardship communications, solicitations, and acknowledgements.
- Supports grant writing with research, data collection, fact checking, and proofreading.
- Performs basic administrative duties such as filing, data entry and more.

### **Required Knowledge, Skills and Abilities**

- Bachelor's degree
- 2+ years fundraising experience
- Strong interpersonal skills
- Excellent organizational and time-management skills
- Excellent written communication skills
- Ability to work unsupervised, both independently and in a group
- Computer and data entry skills
- Ability to work flexible hours, including the occasional late night or weekend
- Comfortable asking for financial or in kind support from event vendors
- Knowledge of Spektrix or other fundraising/CRM databases
- Knowledge of Asana or other project management software
- Passionate about making a difference and making Michigan a better place to live

### **Compensation**

- \$40,000 - \$43,000 annual salary
- Work from home flexibility
- Health/dental/vision/life benefits
- Simple IRA option
- Paid Holidays/Vacation time

### **About The Purple Rose Theatre Company**

The Purple Rose Theatre Company (PRTC) is the home of world-class, original American theatre. The PRTC is a professional theatre company with roots in the Midwest that takes a handcrafted, artisanal approach to producing new and classic American plays that are nothing less than one-of-a-kind experiences. We are a 501(c)(3) not-for-profit professional theatre operating under an SPT (Small Professional Theatre) contract with the Actors' Equity Association.

### **To Apply**

Send resume, cover letter and salary requirement to Katie Hubbard, Managing Director, at [khubbard@purplerosetheatre.org](mailto:khubbard@purplerosetheatre.org) with "Donor Services Associate" in the subject line. The Purple Rose Theatre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team.