



Donor Services Associate

Position Description

The Purple Rose Theatre Company, a professional regional theatre, seeks a full-time Donor Services Associate. This person reports to the Director of Donor Engagement, and works with other staff and board members, to further The Purple Rose's fundraising goals and overall mission.

Essential Duties and Responsibilities

The Donor Services Associate supports general fundraising by:

- Processing gifts and maintaining the accuracy and integrity of the database.
- Preparing and mailing donor/prospect communications related to solicitation appeals and gift acknowledgements.
- Managing event planning and working closely with special event volunteers.
- Supporting granting with researching new opportunities, writing, and data collection.
- Performing basic administrative duties such as financial reconciliation, bank deposits, and more.

Required Knowledge, Skills and Abilities

- Bachelor's degree
- 2+ years fundraising experience
- Strong interpersonal skills (comfortable meeting people in person, talking by phone, or through email)
- Excellent organizational and time-management skills
- Excellent written communication skills
- Ability to work unsupervised, both independently and as part of a group project
- Ability to process and analyze data (strong computer and problem-solving skills)
- Ability to work flexible hours, including the occasional late night or weekend
- Comfortable asking for financial support, in-kind contributions, or sponsorships
- Knowledge of Spektrix or other fundraising/CRM databases

Compensation

- \$45,000 - \$50,000 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 is a home for world-class, original American theatre. Our mission is to create fresh, original productions that get our audiences talking among themselves and feeling something new. 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 with "Donor Services Associate" in the subject line. The Purple Rose Theatre is an equal opportunity employer. We celebrate diversity and are committed to an inclusive environment for all employees. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team.