

Fox Tucson Theatre Foundation

Position Description

POSITION: Development Assistant/Office Manager
REPORTS TO: Development Director

SUMMARY

The Development Assistant/Office Manager will play an essential role in helping the Development Team—the DA/OM, the Development Director, and the Executive Director—to build upon the Foundation’s current (successful) fundraising activities. The five-year goal of the Fox Tucson Theatre Foundation is to have the theatre recognized as the “premier performing arts center in the Southwest.” Position will work closely with the Development Director and the Executive Director in implementation and execution of Foundation development plan; must be highly organized, able to demonstrate good judgement, maintain confidentiality, and be able to demonstrate warmth and professionalism in a fast-paced environment. Must be good at BOTH the administrative AND the people part of the job.

BACKGROUND

Located in the heart of downtown Tucson, the historic Fox Tucson Theatre, originally opened in 1930, enriches the community by providing a venue for extraordinary events and programs that entertain, educate, and engage the entire community. The Fox Tucson Theatre Foundation generates community passion for and investment in the past, present and future of the historic Fox Tucson Theatre, affectionately known as “The Crown Jewel of Downtown Tucson.”

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Development**
 - Handle memberships and other donations—both new & renewals, from \$25 to \$100,000 or more—in our various software platforms (currently TicketForce, Square, Fundraiser Pro, Constant Contact and Quickbooks);
 - Manage all department correspondence (renewal letters, solicitation letters, thank you letters, etc.);
 - Track and maintain Development-related contact lists in Constant Contact;
 - Work with DD to update the annual Development Plan and to provide the ED and Board with monthly Development Department dashboards;
 - Assist in staffing the Development Committee;
 - Assist in preparation for board of directors’ meetings;
 - Assist in executing development events (AZ Gives, Chasing Rainbows Gala, Major Donor Season Reveal event, etc.), including tracking VIP ticket purchasers and sponsors;

- Provide timely, accurate donor information for various opportunities for recognition;
- Record, organize and order donor recognition items, including plaques for seat donors;
- Share reports of ticket purchasers for upcoming shows—including member/donor information where requested—with DD and ED;
- Track & record donor M&Gs;
- Facilitate sponsor perks and recognition at shows (name on marquee, drink tickets, donor lounge passes, etc.);
- Track allocated comp tickets (sponsors, donors, VetTix, nonprofit partners, etc.)
- Collect and send volunteer information to the Volunteer Coordinator;
- Receive, log and reply to ticket donation requests from nonprofit organizations;
- Track RSVP's for meetings and events
- **Office**
 - Greet, welcome and direct people calling or coming to the Foundation office in a friendly, helpful, professional manner;
 - Respond to requests or questions by other staff requests in a courteous and friendly manner;
 - Help maintain a positive and respectful environment as a first point of contact for the Foundation;
 - Order office supplies, business cards, membership brochures, member cards & name tags, snacks for board meetings, etc.;
 - Update major community events on VenueOps calendar;
 - Keep bathroom & common areas tidy & supplied with paper goods;
 - Coordinate the schedule of meetings in the Star building conference room;
 - Maintain and keep current general and internal policies;
 - Other duties as assigned.

QUALIFICATIONS

Minimum of two years' experience in a resource development department required. Bachelor's degree in business or non-profit management or related field preferred but may be substituted for experience. Proficient in the Microsoft Office Suite a must; training in one or more development database software programs such as Razor's Edge, Tessitura or Fundraiser Pro highly desired.

Must be able to prioritize, multi-task and manage duties to meet deadlines in a fast-paced, frequently changing environment while maintaining a positive and friendly attitude. Position is full time with a competitive salary, DOE.

Please send resume to Nancy@foxtucson.com