



Development Coordinator and Donor Database Administrator

Background: Since its founding in 1968, National Black Theatre (NBT) has continuously served as a hub for the next generation of Black theatre artists by providing training, creative development, and opportunities to showcase their work. NBT produces transformational and dialogue-generating theatre that successfully shifts inaccuracies around African Americans' cultural identity by telling authentic, intersectional stories of Black life. In 2022, NBT began a major building redevelopment project that will enable it to sustain and grow its mission exponentially.

Job Summary: The Development Coordinator is an integral part of NBT's growing development team, and will focus on maintaining administrative systems, such as the Donor Database (CRM) that support NBT's institutional and individual giving programs and its capital campaign. This position has immense room for growth, as NBT's staffing and annual budget is slated to grow steadily each year until its new building opens in 2027, and this person will have the opportunity to create systems and relationships that will extend and amplify NBT's reach for years to come.

This is a full-time, non-exempt role, with a starting hourly rate of \$25/hour, reporting to the Development Director. NBT is operating a hybrid work model, with this role expected to be in person in Harlem 2-3 days/week as well as occasional evenings or weekend time at fundraising and networking events.

Responsibilities: The responsibilities of the Development Coordinator include but are not limited to:

DATABASE ADMINISTRATION

- Manage NBT's CRM (Blackbaud/Raisers Edge), including adding and training new users, entering and updating constituent records, updating donation forms, tracking receipts.
- Troubleshoot problems with the customer service department of Blackbaud
- Generate reports for Individual and Institutional giving and handle incoming data requests
- Take continual trainings to improve skills and stay on top of database functionality and features

INDIVIDUAL & CAPITAL CAMPAIGN SUPPORT

- Coordinate logistics for fundraising events, such as drafting invitations, managing RSVP lists, and handling on-site needs to ensure smooth run-of-show

- Create and distribute acknowledgement letters for donor gifts and other email communications
- Create work plans for individual solicitations such as the Year End Appeal
- Conduct research and create lookbooks for individual prospects
- Attend donor events as needed, including tours of NBT's new building
- Transcribe notes from donor meetings

INSTITUTIONAL SUPPORT (foundation, corporate, and government):

- Support the Development Manager and NBT's grant writing consultant the process of drafting and submitting applications and reports to foundations and corporate supporters
- Monitor and update institutional funding calendar, planning ahead and ensuring adherence to deadlines for grant applications and reports
- Input grant application attachments into submission portals; keep NBT's profile up to date in government systems

GENERAL

- Maintain accurate and timely records of development data such as individual donors, institutional funders, and prospects; communication with them; tasks and associated deadlines
- Create agendas for weekly team meetings
- Schedule appointments and coordinate meetings with the Executive Assistant to the CEO and Executive Artistic Director; manage calendar and logistics for the full development team
- Draft communications such as donor/funder emails and letters on behalf of NBT's leadership team
- Create office systems to support development projects and operations, including intra-department task/project management tools
- Monitor the development email inbox and respond or share messages accordingly
- Prepare, assemble and mail bulk communications (such as event invitations, holiday cards, end-of-year letters, and annual reports)

Qualifications:

- Deep appreciation for NBT's mission and approach to Black liberation
- 1-2 years of development experience, preferably in the arts and culture sector
- Experience using a CRM or customized databases, and running reports to track progress toward a goal and inform decisions
- Strong planning and organizational abilities; demonstrated attention to detail
- Experience supporting the planning and execution of events, preferably fundraisers
- Excellent verbal, written and interpersonal skills; experience composing correspondence
- Ability to work on a variety of projects simultaneously
- Facility with Google suite and Microsoft Office programs and Airtable is a plus!

- Graphic design and layout skills a plus (e.g., Adobe Creative Suite – Photoshop, Illustrator, InDesign)

Benefits:

- 75% employer-covered health, dental, and vision insurance
- Flexible Spending Account
- Unlimited paid time off (PTO), plus holidays and up to 10 days of unplanned/sick-time per year
- \$500 annual wellness fund stipend after first year of employment
- 401(k) with automatic employer contributions after the first year (fully vested after three)
- Dedicated professional development resources

To Apply: Please submit a cover letter and resume to apply@nationalblacktheatre.org listing “Development Coordinator” in the subject line.