

Seattle Children's Theatre

Position Title: Prospect Research and Database Manager

Department: Development

Reports To: Director of Development

Classification: Regular/Full-time/Exempt

About SCT

Since its inception in 1975, The Seattle Children's Theatre (SCT), has served more than 4 million children for 42 seasons of creative professional theatre and arts education classes for the Puget Sound region, and is one of the most prominent theatre organizations for young audiences in the United States and the world.

Seattle Children's Theatre Mission Statement

To provide children of all ages access to professional theatre, with a focus on new works, and theatre education.

Position Summary

Under the supervision of the Director of Development, who establishes priorities and outlines fundraising strategies for the Development Department, you will identify prospects, coordinate, and provide deep background information on high quality prospects and donors. Working with gift officers, you will determine the ultimate solicitation approach for each individual. Serve as the lead in ensuring accurate, timely and up-to-date data entry. Maintain data integrity so that moves management progress can be tracked.

Essential Duties and Responsibilities

- Utilizing a broad spectrum of sources, gather information about a donor or prospect that identifies financial capacity, ability, and willingness to support SCT, charitable interests, and connections to the organization.
- Produce sufficient number and quality of prospects; to produce extensive donor profiles; target appropriate ask amounts; and prioritize and evaluate prospects for corporate, foundation, government and individual support.
- Produce in-depth reports on prospects and donors based on research, to be used by the Development team to better strategize solicitations and stewardship.
- Implement new research techniques when possible.
- Identify and implement best practices, policies and procedures for use of the database
- Manage and supervise data entry for constituent records, so that the processing, tracking, reporting, and acknowledgement of gifts are performed in accurate and timely fashion. Ensure that the data derived from these activities is maintained in accurate and up-to-date status, and can easily be accessed.
- Establish and maintain a structure within the database to effectively identify specific segments of data for various analysis and targeted appeals.
- Works with Development team to improve fundraising strategies.

Desirable Skills and Qualifications:

Will have administrative skill to lead complex projects and a deep dedication to theatre, education and the mission of reaching all the people in our community. Useful skills and experience to include:

- Proficiency in database administration, prospect and constituent management, data imports and exports, developing reports
- Must possess excellent analytical, organizational, and communication skills.
- Proficiency with Excel and database programs like Tessitura
- Cultural competency to work with individuals from diverse backgrounds
- Work in a team environment with minimal supervision
- Ability to work independently, be flexible, and manage multiple priorities
- Excellent written and verbal communication skills
- Strong commitment to social change through community empowerment and the arts
- Possess a demonstrable interest in theatre and SCT's mission
- Computer fluency in MS Office and Tessitura
- At least 3-5 years' experience in prospect research and database management
- Bachelor's degree or equivalent experience is required.

Physical Requirements & Work Environment:

Enjoy working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. Clearances/background checks will be conducted.

Salary & Schedule

- Salary range is \$50,000 - \$60,000 dependent upon experience
- Generous benefits package which includes fully paid employee medical, dental and vision coverage
- Will be able to work evenings and weekends

To apply, send cover letter, resume and three professional references in PDF format to catm@sct.org. Please use the subject line SCT Prospect Research and Database Manager. No phone calls please. Seattle Children's Theatre values diversity in the workplace.

Additional Information:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Seattle Children's Theatre provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin age, disability, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.