

Development Operations and Special Events Manager

Are you passionate about making a difference and creating memorable events? Join our dynamic Development Department team as the Development Operations and Special Events Manager! This is your chance to shine by supporting the solicitation process and overseeing development operations, while also serving as a vital liaison to our Board of Directors. Read on to find out how you can be part of this impactful and rewarding role.

About Us:

We are a growing nonprofit with a small team of dedicated and passionate individuals who are committed to shaping the future of this historic institution. Founded in 1835 and situated in Washington DC across from Freedom Plaza blocks from the White House, The National Theatre boasts a rich history as a vibrant cultural cornerstone of the Capitol Region. The theatre's storied past includes its original founding by William Wilson Corcoran, incorporation of elements from the original 1835 foundation in the 1923 reconstruction, poignant moments like Tad Lincoln's attendance on the night his father was assassinated, and triumphant reopening in 1984 following extensive renovations as part of the redevelopment of Pennsylvania Avenue.

The National Theatre has a proud history as a site for pre-Broadway tryouts and has presented a dazzling array of renowned actors, including Sarah Bernhardt, Audrey Hepburn, James Earl Jones, and Idina Menzel, among many others. In addition to serving as a conduit for world-class art, The National Theatre is a true DC institution that has evolved along with the great city it calls home.

The theatre features a 1,700-seat mainstage auditorium and the multi-faceted Helen Hayes Gallery space that hosts full concessions service, special events, and performances. Governed by a nonprofit foundation, The National Theatre is dedicated to delivering exceptional theatre and educational programs to a diverse and sophisticated audience. Our partnership with The National Theatre Group (NTG) ensures that we provide high-quality main stage offerings while fostering community engagement and educational initiatives such as the Saturday Morning Live! program for small children, Teens Behind the Scenes for area high-schoolers, and Community Stage Connections for audience facing barriers to accessing performing arts experiences. The preservation and digitization of its extensive archives promise to further connect the public with its rich cultural legacy.

By joining us, you will be part of a passionate team dedicated to renovating and preserving our historic facility, fostering cultural connection, and participating in our positive work culture. Come grow with us and contribute to a legacy of innovation, inclusivity, and theatrical excellence.

What You'll Do:

Development Operations (40% of Your Time):

- **Gift Management:** Handle all gift entries in our Little Green Light (LGL) database, including online contributions, membership checks, government grants, foundation grants, and corporate sponsorships.
- **Accuracy and Reconciliation:** Collaborate with the Director of Administration to reconcile all contributions and ensure all financial records are precise.
- **Board Engagement:** Track and manage board gifts and contacts efficiently.
- **Donor Relations:** Ensure prompt acknowledgments of donations within 48 hours and maintain accurate donor records.
- **Data and Reporting:** Generate and review monthly reports, manage grant documents, track donor benefits, and maintain donor lists for various strategic needs.

Special Events Coordination (30% of Your Time):

- **Event Planning:** Be the mastermind behind our successful events like Opening Night receptions, Drink Ticket Nights, and Brunch & Broadway events. Manage all details, budgets, and logistics.
- **Donor Relations at Events:** Act as the point person for donors regarding ticket sales and complimentary offers during events.
- **Group Coordination:** Work with NTG group sales to coordinate donor group attendance.
- **Tours and Experiences:** Organize and manage theatre and archival tours for NTF donors.

Development Calendar Management (30% of Your Time):

- **Calendar Oversight:** Develop and manage the Development Department Calendar to ensure timely completion of both long-term and short-term development plans.
- **Grant Timelines:** Track submission and reporting dates for grants, and coordinate tasks with team members.
- **Pledged Gifts Management:** Maintain schedules for pledged gifts and coordinate follow-ups with the Director of Development (DoD) and CEO.
- **Special Events and Communications:** Maintain the Special Events Calendar and manage staffing assignments. Develop the NTF communications calendar in coordination with NTG dates to ensure timely communication (newsletters, playbill page submissions, solicitations, and more).

Where You'll Work:

- **Hybrid Role:** Enjoy a mix of in-office and remote work, with Tuesdays, Wednesdays, and Thursdays dedicated to in-office collaboration.

- **Event Presence:** Be the face of our events, including Opening Night receptions, Brunch & Broadway, select tours, and Board meetings. Some nights and weekends will be required to ensure the success of our events.

What We Need From You:

- Bachelor's degree
- Minimum of 5-7 years of experience in development operations, special events management, or a similar role within a nonprofit organization.
- Excellent organizational and time management skills, with a keen eye for detail.
- Strong written and verbal communication skills.
- Ability to manage multiple projects simultaneously and work effectively under deadlines.
- Experience in event planning and execution.
- A passion for the theatre and its history, with a commitment to fostering a creative and inclusive culture.

Why Join Us?

This role is perfect for someone who thrives in a fast-paced environment, enjoys interacting with donors, and brings exceptional organizational skills and attention to detail. If you're ready to take the next step in your career and contribute significantly to our mission, we want to hear from you!

Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to:

<https://www.applicantpro.com/openings/nationaltheatre/jobs>

Applications will be reviewed on a rolling basis until the position is filled.

The National Theatre Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join our team and be a part of a vibrant cultural institution that brings the magic of the performing arts to life!