



**Near West Theatre
Advancement Associate
Job Description and Background**

Summary of Position: Near West Theatre is excited to announce the search for candidates for the newly formed position of Advancement Associate. This position is a full-time, year-round, salaried staff position. This position is responsible for helping Near West Theatre achieve fundraising goals with a focus on data management, donor stewardship, grant preparation, and reporting. This is a critical position supporting the advancement of the NWT mission and the organization's vital services as we continue to emphasize racial equity and safe spaces on our journey in becoming a multi-cultural anti-racist organization.

Near West Theatre has a unique identity as an intergenerational community-based theatre where people work side-by-side, onstage and off, producing our annual production season and through participation in mission-centric programs and events. NWT provides high quality, innovative, socially relevant musicals that are inclusive and accessible with our community. NWT is a founding anchor institution of the Gordon Square Arts District serving the Detroit Shoreway, West Side and Northeast Ohio communities in our state-of-the-art 27,000 square foot, ADA accessible facility.

PRIMARY RESPONSIBILITIES

- Completes daily data entry and reporting and liaises with NWT accounting contractor to ensure accurate and timely reporting for financial management
- Produces weekly donor acknowledgments as part of ongoing donor stewardship strategies
- Creates, plans, and executes quarterly donor stewardship opportunities in coordination with Advancement Director and program/production teams as needed
- Assists in the preparation of grant proposals and reporting to government, foundation, and corporate supporters, including the preparation of documentation including budgets and expense reports, bios, season listings, program descriptions, and more.
- Liaises with the program and production departments for the complete and accurate collection and reporting of participant demographics and information for grant proposals and reporting
- Prepares and tracks event invitations
- Liaises with data management consultant to ensure ongoing de-duplication and data integrity

SECONDARY RESPONSIBILITIES

- Provides additional administrative support as needed
- Manages logistics for board development committee including meeting invitations, attendance, and meeting minutes
- Attends and participates in meetings and takes notes when necessary
- Maintains good work habits, including promptness, responsiveness, and adherence to policies outlined in staff handbook
- Assists with box office and reception duties as needed
- Serves as member of the NWT Front of House Team
- Serves as a member of the NWT special event team
- Other duties as assigned

SKILLS & QUALIFICATIONS

- Excellent written communication and proofreading skills
- Ability to gather, organize and synthesize data and information for the presentation to internal and external stakeholders
- Consistent attention to detail and accuracy
- Ability to stay organized and meet deadlines
- Desire and ability to work in a fast-paced environment
- Ability to multi-task and manage multiple responsibilities / projects to fruition
- Ability to work some evenings and weekends
- Computer literacy, including Microsoft excel, word, and outlook
- Database experience preferred
- Interest in theatre arts and a commitment to Near West Theatre's mission and values
- A commitment to advancing NWT's racial equity goals and commitments

QUALITIES & CHARACTERISTICS

- Kind, empathetic, and collaborative in maintaining a safe and positive work environment
- A proactive self-starter and creative problem-solver
- Passion to serve others
- An appreciation for social justice initiatives
- A desire to make our community and region a better society
- Passion for helping donors, patrons, participants, families, and volunteers
- Sense of humor and adaptability to maintain a positive work culture
- A willingness to support other staff and pitch in when someone needs help
- Calmness under pressure

REPORTING RELATIONSHIPS: The Advancement Associate reports to the Advancement Director and works closely with the Executive Director, Artistic Director, and other office staff.

MANAGEMENT RESPONSIBILITIES: This position may be assigned as project manager or team leader for specific projects.

PREFERRED EXPERIENCE: Associate or bachelor's degree desired. 2-3 years experience in development, grant writing, fundraising, or similar positions highly desired.

JOB CLASSIFICATION: This is a Full-Time, 40-hour per week position with some evenings and weekends during performance runs or special events. Near West Theatre offers a starting salary of \$37,000 annually in addition to medical and dental benefits. This position also receives 20-days paid-time-off, observance of national holidays and a 2-week institutional winter break.

PHYSICAL: Must be able to work in an open office environment. Requires the ability to sit and be stationary for prolonged periods of time, normal or corrected vision and manual dexterity sufficient to perform work on a personal computer and other office equipment such as a copy machine and computer printer. **Candidates must follow our COVID-19 policies and procedures and complete a background check.**

TO APPLY: Please apply with cover letter and resume online through our website form. If preferred, applicants may email application directly to: hr@nearwesttheatre.org with the job title listed in the subject line; or mail to: Near West Theatre, ATTN: Human Resources Department, 6702 Detroit Avenue, Cleveland, OH 44102.

The hiring committee will begin reviewing submissions January 11, 2023 and the position will remain open until filled. **No phone calls, please.** Near West Theatre is an equal opportunity employer and is

strongly committed to creating a diverse and inclusive environment where a variety of backgrounds, beliefs, cultures, orientations, ideas, and talents can flourish.