

DEVELOPMENT FELLOWSHIP

Vineyard Theatre is a mid-sized Off-Broadway theatre with an operating budget of \$3 million, a full-time staff of 12, and an annual mainstage season consisting of three new plays or musicals. Entering its 38th Season, The Vineyard is dedicated to nurturing the voices of daring artists and to developing and producing work that challenges all of us to see ourselves and our world from new perspectives, and which pushes the boundaries of what theatre can be and do.

The Development Fellowship is a 40-hour per week, paid position designed to serve as a bridge between educational and professional settings by providing firsthand experience in contributed revenue generation for an Off-Broadway non-profit theatre.

An integral part of the Development team, the Development Fellow will help the Development department reach its \$1.5M fundraising goal. The Fellow will have the opportunity to engage with donors and artists and join professional development seminars and industry networking events.

The Fellow is expected to commit to work June 8, 2020 – June 18, 2021 with a regular schedule Monday-Friday, although occasional work on nights and weekends as necessary will be required. The ideal candidate has relevant experience working in an office setting, pays close attention to detail, has strong organizational skills, has excellent written and verbal communication, and is a self-motivated worker. Candidates must be able to carry at least 15lbs and navigate stairs comfortably.

As a member of Theatre Communications Group and the Alliance of Resident Theatres/New York, Vineyard Theatre employees enjoy free access to professional development seminars and webinars on a variety of topics, roundtable discussions with peers at other theatres, access to publications and information resources for the theatre field, as well as complimentary tickets to productions at The Vineyard and select performances at our peer theatres.

Reporting directly to the Director of Development, the Development Fellow is responsible for:

- Managing two annual online auctions, including tracking donations, building auction items, and awarding prizes.
- All aspects of gift processing, acknowledgements, patron database management, gift reporting, and program donor listings.
- Maintaining and managing the development calendar, including scheduling team members to greet patrons in the lobby prior to performances.
- Working with the Director of Business Affairs to reconcile contributed income and department expenses each month.
- Creating a first draft of select grant proposals.
- Individual and institutional prospect research.
- Overseeing projects for the Development/Marketing Intern(s) and organizing Intern Lunch program for interns in all departments.

- Taking minutes and tracking tasks at departmental meetings and Board meetings.
- Leading or assisting on special event preparation, including Board Salons, Opening Nights, Vineyard Open Houses, pre-show lobby receptions, the Season Launch Party, and the annual Gala.
- Managing donor benefit tracking and fulfillment, including Broadway House Seat requests for major donors, distribution of concession vouchers and backstage tours.
- Making solicitation and thank you calls to lower-level donors.
- Leading the interview process for Spring and Summer interns in the Development department.

Candidate should be proficient with MS Office and Google Apps. Experience with Customer Relationship Management (CRM) and/or Point of Sale (POS) systems is a big plus. Past work experience in any customer service oriented position is valued. A successful applicant will be able to articulate a history of advocating for diversity, equity, and inclusion in their work.

Salary base is \$32,400 for the full 54-week fellowship. Overtime hours are compensated at time and a half (\$22.50/hour). The Development Fellow is offered access to health insurance after a 90-day grace period, fully covered by the theatre. Vineyard Theatre is an equal opportunity employer and encourages women, people of color, people with disabilities, transgender or gender non-conforming individuals to apply.

Application Due Date: April 22, 2020

Interview Period: May 4-14, 2020

First Day of Fellowship: June 8, 2020