



TITLE: Development Coordinator	COMPENSATION: \$37,000 to \$40,000 commensurate with experience and demonstrated success
DEPARTMENT: Development	ROLE TYPE: FULL-TIME FLSA NON-EXEMPT
REPORTS TO: Development Director	DIRECT REPORTS: NONE

SUMMARY DESCRIPTION:

The Development Coordinator at Magik Theatre plays a key role in building and sustaining the relationships that make Magik's work possible. Working in close partnership with the Director of Development, the Development Coordinator helps execute the theatre's fundraising strategy, with a particular focus on donor stewardship, individual and monthly giving, fundraising events, and donor database management.

Magik believes every donor relationship matters. Gifts of significant size can be transformational for our organization, but every gift, regardless of amount, can be deeply meaningful to the person who chooses to make it. Every donor deserves to feel that their generosity is noticed, appreciated, and connected to the work they make possible.

The Director of Development and Development Coordinator work collaboratively to care for Magik's donor community, with the Director of Development generally maintaining primary relationships with higher-level donors and prospects and the Development Coordinator maintaining an active portfolio focused largely on annual and recurring donors. The ideal candidate genuinely enjoys connecting with people and understands that strong relationships require thoughtful communication and follow-through.

RESPONSIBILITIES:

Donor Relations and Stewardship

Work in partnership with the Director of Development to provide consistent, thoughtful stewardship of Magik Theatre's donor community.

Maintain an active portfolio focused largely on annual and recurring donors, building relationships through phone calls, personalized emails and letters, handwritten notes, in-person conversations, and other appropriate communication.

Develop regular donor touchpoints, including acknowledgments, thank-yous, impact updates, invitations, check-ins, and other stewardship opportunities.

Ensure gifts are acknowledged promptly, and donors receive the recognition and benefits associated with

their giving levels.

Manage the practical fulfillment of donor benefits, including preparing packages, coordinating merchandise, mailing or delivering items, and making occasional trips to the post office or other local vendors.

Collaborate regularly with the Director of Development on donor relationships, cultivation strategies, opportunities, concerns, and next steps. Donor portfolios provide focus and accountability but are not silos. Both positions work together as relationships and opportunities develop.

Monthly and Individual Giving

Partner with the Director of Development to grow and strengthen Magik Theatre's monthly and individual donor base.

Take a leading role in the day-to-day cultivation, engagement, stewardship, and retention of monthly donors.

Help develop and execute strategies to acquire new monthly donors, retain existing supporters, encourage upgrades, and re-engage lapsed donors.

Bring forward fresh ideas for donor communications, campaigns, benefits, recognition, and experiences.

Monitor giving activity and identify trends or relationships that may present opportunities for deeper engagement.

Fundraising success is shared across the Development Department and the organization as a whole. The Development Coordinator will have meaningful ownership of this work and receive recognition for the relationships, ideas, engagement, retention, and revenue growth they help create. They will work in partnership with the Development Director and colleagues across Magik Theatre to build a strong culture of philanthropy and connect supporters with the impact of Magik's work.

Donor Database Management

Maintain accurate and meaningful donor records in Bloomerang, Magik Theatre's donor database and Customer Relationship Management (CRM) system, including contact information, giving history, interactions, interests, communication preferences, relationship notes, and follow-up activities.

Use the CRM as a relationship-management tool as well as a financial record, ensuring relevant donor information is accessible to the Development Department and helps inform thoughtful, personalized stewardship.

Manage gift processing, acknowledgments, donor lists, tasks, reminders, and routine database activities.

Use donor data to help identify opportunities related to retention, recurring giving, upgrades, re-engagement, and cultivation.

Fundraising Events and Donor Experiences

Work in close partnership with the Director of Development to plan and execute Magik Theatre's robust calendar of fundraising events, donor experiences, and community engagement activities.

Major annual activities include:

- **A Night of Magik:** Magik Theatre's annual gala and largest fundraising event.
- **Magik's Inaugural Mini Golf Tournament:** a new fundraising event bringing together corporate partners, donors, and community supporters. The Development Coordinator will have the opportunity to help shape this event from the ground up and is encouraged to bring fresh ideas and creative approaches to its development.
- **Share the Magik events:** community giveback experiences held throughout the season in connection with Magik productions.
- **Donor Sneak Peeks and cultivation events:** including a holiday donor event prior to the opening of our holiday show.
- Additional donor receptions, sponsor activations, cultivation opportunities, and special events throughout the season.

Support event planning from early coordination through event-day execution and post-event stewardship.

Take ownership of assigned event components, which may include invitations, RSVPs, guest lists, auction or fundraising activities, sponsorship fulfillment, signage, supplies, vendors, volunteers, seating, check-in, donor benefits, and event materials.

Work collaboratively with colleagues across Magik Theatre, including Development, Executive Staff, Marketing, Production, Education, Audience Services, and Front of House.

Participate as part of the team in event-day execution, including setup, guest and donor engagement, troubleshooting, check-in, sponsor fulfillment, breakdown, and post-event follow-up.

Fundraising and Department Support

Support the Director of Development in implementing annual and long-term fundraising plans and executing individual giving campaigns, sponsorship initiatives, and special fundraising projects.

Assist with donor cultivation and solicitation as appropriate and help prepare proposals, presentations, donor reports, impact communications, and fundraising materials.

Coordinate with the Director of Development and Magik Theatre's contracted grant writing professionals to support grant development and administration. Serve as an internal point of coordination for these external vendors as assigned, helping provide organizational information and materials, track deadlines and reporting requirements, coordinate submissions, and ensure grant writers have the information necessary to complete their work successfully.

Support the Director of Development in engaging the Board of Directors in fundraising activities and provide support to Development and/or Event Committees as needed.

Collaborate with the Marketing Department on donor communications, appeals, newsletters, email campaigns, social media, and other fundraising content.

Assist with development budget tracking, revenue reporting, recordkeeping, and other department operations.

Other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, & SKILLS:

- Bachelor's degree or equivalent combination of education, professional experience, and demonstrated skills.
 - Nonprofit development or fundraising experience strongly preferred, but not required.
 - Candidates with successful experience in sales, account management, hospitality, customer or member relations, community engagement, communications, events, or other relationship-centered fields are encouraged to apply.
 - Exceptional interpersonal skills and a genuine enjoyment of working with people.
 - Strong written and verbal communication skills with the ability to adapt communication style to different people and situations.
 - Demonstrated ability to build relationships, maintain consistent follow-through, and manage multiple priorities.
 - Strong organizational, project management, and problem-solving skills.
 - Experience using a donor database or Customer Relationship Management (CRM) system preferred. Magik Theatre currently uses Bloomerang; direct Bloomerang experience is not required. Comparable experience using other donor, customer, client, membership, sales, or relationship management databases is welcomed.
 - Experience with fundraising and event-management software such as HelloFund or an equivalent platform is preferred but not required.
 - Comfort using technology and the ability and willingness to learn new systems and tools.
 - Ability to work independently while collaborating closely with the Development Director and colleagues across the organization.
 - Initiative, curiosity, good judgment, and a willingness to learn and grow.
 - Willingness to pitch in on both donor-facing and behind-the-scenes work in a small, collaborative nonprofit environment.
 - Ability and willingness to work occasional evenings and weekends for fundraising events, donor activities, performances, and other organizational needs. At times, this may include supporting Magik Theatre events, programs, or activities that are not specifically Development efforts.
- Valid Driver's License and ability to run occasional errands.

BENEFITS

Benefits include a semi-flexible work-from-home schedule; medical, dental, and vision insurance; short-term and long-term disability insurance; life insurance; paid vacation and sick leave; paid holidays; and a SIMPLE IRA retirement savings plan with employer matching contributions.

Magik Theatre is committed to an inclusive and accessible workplace. Reasonable accommodations will be provided to qualified applicants and employees with disabilities, consistent with applicable law.

EQUAL EMPLOYMENT OPPORTUNITY

Magik Theatre is an equal opportunity employer committed to creating an inclusive workplace. We welcome

applicants of all backgrounds and do not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable law.

We value the different experiences, perspectives, and paths candidates bring to their work and encourage qualified individuals from a wide range of professional and personal backgrounds to apply.