**Development Data Coordinator**

Children’s Theatre Company has a great opportunity to support the fundraising efforts of Children’s Theatre Company. This role is responsible for coordinating donor database systems and processes for gift processing, acknowledgement systems and gift tracking. Led by Artistic Director Peter C Brosius and Managing Director Tim Jennings, Children’s Theatre Company (CTC) is the world’s leading theatre for young people and their families and is one of the 20 largest producing theatres in the United States. A winner of the regional Tony Award, CTC creates extraordinary theatre experiences that educate, challenge and inspire young people. It has set standards of excellence in the quality of its productions, commitment to new work, and innovative education and community partnerships.

The Development Data Coordinator will:

* Input and update donor data in the database
* Process gifts through batch process
* Prepare deposits and reconciling results with accounting department
* Process donor thank you letters and gift acknowledgements
* Generate queries, reports and exports for financial reports and mailings
* Communicate with donors when there are questions about gifts or pledges
* Track pledges and generate regular pledge payment reminders and reports
* Prepare lists as for fund raising appeals and event invitations
* Support Donor Engagement Office with call management, data entry and other clerical support

This is a great opportunity for some who has:

* 2+ years’ development data base experience entering data, running queries and reports. Tessitura preferred but not required.
* Strong attention to detail
* Ability to manage multiple tasks, requests and deadlines
* Commitment to customer service and the mission of Children’s Theatre
* Knowledge of fundraising principles and practices
* Experience working in, or supporting, arts educational programming

As a national leader in the field of theater for young audiences, Children’s Theatre Company is dedicated to increasing diversity and inclusion in our audiences, our programs, and in all of our hiring for staff, artists, and recruiting of board members. CTC is committed to a future when our theatre is a home for all people, all families, reflective of our community.

To learn more about Children’s Theatre Company, visit our website at [www.childrenstheatre.org](http://www.childrenstheatre.org)

Interested candidates are invited submit a resume a salary requirements to [JGlaser@childrenstheatre.org](mailto:JGlaser@childrenstheatre.org)