

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

## Job Posting

### Development Associate

Full-time, Year-Round, Non-Exempt

#### The Opportunity

Cal Shakes seeks a Development Associate to serve as an essential member of a small and agile development department reporting to the Director of Development. Cal Shakes is a unique and prominent Bay Area cultural organization rebuilding more equitably and sustainably as we reemerge out of the COVID-19 pandemic. We seek individuals who believe theater can and should advance social cohesion through presenting narratives that embrace the complexity, diversity, and pluralism of our 21st Century lives. This is a new position in a growing development department. The Development Associate will be someone with strong organizational skills and attention to detail who will support both Marketing and Development staff whose efforts bring in the income to sustain and grow Cal Shakes.

**Equity, Diversity, and Inclusion (EDI) Statement:** At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

#### Duties and Responsibilities

##### *Fundraising & Stewardship*

- Initial intake and routing of individual and institutional donations (checks, website gift notifications, and other online tools).
- Oversee and/or implement gift entry in a timely manner followed by thank you letter, donor research.
- Monitor Cal Shakes' Audience Circle, including: reporting, customer support, and identifying potential volunteers and major donors.
- Develop and maintain a schedule for checking, receipting, and routing online gifts through third party vendors.
- Track donor engagement and execute communications plan and moves management, including scheduling donor visits for Artistic Director, Managing Director and Development Director, and eventually, self.
- Participate in regular development department meetings as well as other organization-wide standing meetings.

##### *Volunteers & Events*

- Support event ideation and project management.
- Recruit and maintain volunteer corps.
- Manage invitations, RSVPs, registration lists, guest services at events.
- Liaise with other departments re event plans and needs including working with staff and volunteers day-of event, and coordinating event details as needed (caterers, artists, documentation, gifts, service, signage, etc.).
- With Development Director, provide guest profiles and cultivation assignments for staff and board attending cultivation and fundraising events.

- Coordinate event-related communications, including announcements. Execute pre-event and post-event correspondence with attendees.

#### *Database Systems Management*

- Oversee and manage Cal Shakes' fundraising CRM database on the [Virtuous](#) platform.
- Manage donor/constituent profile information and preferences in the database.
- Conduct regular scripted data imports and exports.
- Support Associate Director of Marketing & Sales in list generation, systems management, data hygiene.

#### *Other*

- Represent Cal Shakes at company functions, as assigned
- Participate in company-wide projects such as the Anti-Racism Workgroup, Annual Fundraiser, and others

### **Qualifications**

*You are an ideal candidate if you:*

- Are willing to take initiative, take risks, learn from failure, speak up
- Have a love of theater/performance arts
- Are comfortable with using computers, data systems (CRMs), and information technology (Cal Shakes uses Outlook and the Microsoft Suite, Audience View, Google Suite, Slack, Virtuous, Classy, among other programs)
- Have an attention to detail and organization
- Are comfortable navigating social events/meetings
- Have good time management & punctuality
- Are passionate (or interested in learning) about fundraising for social impact

### **Special Environmental Factors**

- Cal Shakes is an open-air theater with a 3-acre campus in the Berkeley/Orinda hills. This position will require participation in outdoor events at the Theater.
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time. Some areas are wheelchair accessible, other areas have uneven surfaces and there is a long incline path into the Theater (also accessible by car, but this access is restricted during performances).
- This position will include both remote (work from home) and in-person work in shared workspaces at the Theater. Home internet access is required.
- Occasional weekends and evenings required, especially during summer season.

### **Supervision**

This position will be directly supervised by the Development Director, Andrew Page (he/him).

### **Compensation**

This is a full-time, year-round position. \$23-26/hour, overtime eligible.

Benefits include health insurance (base plan 100% covered by Theater), dental and vision insurance (employee contributes), life insurance (100% covered by Theater), 2 weeks (10 days) vacation, and 10 paid staff holidays. Cal shakes is a fully vaccinated workplace. Full vaccination is required of all employees with exemptions made for sincerely held religious beliefs and medical exemptions.

### **How to Apply**

Send a Cover Letter about you and why you want to join the staff of Cal Shakes specifically, along with your resume, work history, or CV as email attachments to Andrew Page: [apage@calshakes.org](mailto:apage@calshakes.org)

**Applications will be accepted until the position is filled.**

### **About Cal Shakes**

With a 545-seat outdoor performance venue in Orinda, CA; and education and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners. Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage.

Theater is people. We strive for a work environment in which everyone feels encouraged to bring their whole self to work. Cal Shakes promotes transparency and staff access to decision-making through organization-wide meetings that invite participation from all staff regardless of seniority or position. We embrace a diversity of people, ideas, talents, and experiences and work to create a space where people have a sense of belonging. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

**Mission:** Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

*California Shakespeare Theater is an Equal Opportunity Employer and has an inclusive work environment that actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.*