



THE NATIONAL THEATRE FOUNDATION

Development Coordinator

The National Theatre Foundation, Washington, D.C.

Posted: October 10, 2023

Location: District of Columbia, United States

Position: Administrative

Field: Arts Administration, Fundraising, Other fields

Salary: \$40,000 - \$50,000

Benefits: Health and Dental Insurance; Paid-Time Off/Vacation; Retirement Plan.

Additional Benefits: Hybrid Work Schedule

Website: <http://www.nationaltheatre.org>

Application Deadline: October 30, 2023

Category: Office administration

Employment Level: Full-time

ORGANIZATION OVERVIEW

The National Theatre Foundation (NTF) is the 501(c)(3) non-profit organization that oversees the operations of The National Theatre in downtown Washington DC. NTF has a staff of seven full-time staff members who are responsible for the preservation of the historic theatre, development of community and educational programs, and implementation of all fundraising initiatives. NTF partners with The Nederlander Organization out of New York to program the “Broadway at The National” season and manages the day-to-day operations of the venue.

POSITION SUMMARY

The Development Coordinator is responsible for playing a critical role in ensuring the success of NTF’s fundraising program. The core responsibilities will include supporting the Senior Development Manager and Director of Development in various development initiatives including 1) management of the Friends donor constituent; 2) maintenance of the donor database; 3) coordination of regular email campaigns and newsletters; and 4) research prospects to grow NTF’s donor participation. Other duties may be assigned.

This is a full-time, exempt position, located in Washington, DC. NTF’s offices currently follow a hybrid work schedule with a requirement to be onsite at least 2 days a week. This position reports to the Senior Development Manager.

PRIMARY RESPONSIBILITIES

Administration (65%):



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- Process gifts on behalf of the development staff and ensure accurate restrictions of funds while maintaining donor confidentiality.
- Facilitate the acknowledgement process to ensure donors receive thank you letters and gift receipts in a timely manner.
- Ensure timely fulfillment of Friends donor benefits and serve as the point-of-contact for any donor questions.
- Research new prospects for individual donors and draft solicitations. Create donor profiles as directed.
- Leverage NTF's member management system and CRM to ensure donor records include accurate gift history, solicitation, and stewardship strategies, and are properly coded to ensure accurate reporting.
- Support the production of electronic and print communication materials to highlight NTF's programmatic initiatives.
- Create regular email campaigns using WordFly to highlight NTF's programmatic initiatives and solicit donations.
- Coordinate updates to the Playbill and website donor recognition lists.
- Assist the Senior Development Manager to manage workflow for grant proposals and agreements and other critical documents to ensure timely and accurate completion.
- Assist the Senior Development Manager and Administration Manager in expense reporting and provide assistance to other staff members as needed.
- Perform administrative tasks as needed such as answering phones and field general inquiries, managing calendars, coordinating special ticket requests, filing, and tracking development inventory.
- Maintain comprehensive files and data, including financial gift records, pledge forms, donor lists, and correspondence.

Donor Event Support (15%):

- Assist with "Opening Night" receptions and donor stewardship gatherings.
- Provide administrative support and execution for donor events, meetings, and Board meetings as needed.

REQUIRED EXPERIENCE AND SKILLS

- 1 - 3 years of professional experience with fundraising and prospect research. Bachelor's degree preferred but not required.
- Excellent communication, interpersonal, verbal, and written skills.



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- Strong organizational, accountability, and time management skills.
- Ability to work both independently and as part of a small team.
- Ability to successfully handle multiple priorities with attention to detail while remaining flexible, proactive, and highly professional.
- Ability to liaise with key stakeholders.
- Preferred experience with Microsoft Office Suite, SharePoint, WordFly, and CRM and database skills.

ADDITIONAL REQUIREMENTS

- Must be able to work occasional weekend and early morning hours for events as needed.

COVID-19 POLICY:

All NTF employees must provide proof of COVID-19 vaccination (one Johnson & Johnson, two Pfizer, or two Moderna). Booster vaccinations are recommended. The current masking policy for the theatre strongly recommends all employees and audience members wear masks.

APPLICATION INSTRUCTIONS

Please submit a résumé and letter of interest highlighting relevant experience with the subject line “Development Coordinator” to jobs@nationaltheatre.org. No phone calls please.

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The National Theatre Foundation is an equal opportunity employer committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and in our programs. In particular, NTF seeks a racially diverse staff team to mirror the diversity of the DC metropolitan area.

ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare’s *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs.



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Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

Further, The National has welcomed almost every major theatrical star in United States history. It strives to be the “Stage for the Nation,” by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National’s 2023-2024 season includes nine Broadway productions along with our three primary community programs: (1) *Saturday Morning Live! At The National*, a series of free performances for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances to communities throughout the District of Columbia and surrounding communities that experience barriers to accessing the performing arts; and (3) *Teens Behind the Scenes*, which provides District of Columbia, Maryland, and Virginia high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals. Given the diversity of the area, a particular focus of our community and education programs is engaging children and youth from economically disadvantaged communities.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Proper storage, access, digitization, and display are a priority.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) nonprofit organization governed by a 15-member Board of Directors. Charles “Sandy” Wilkes serves as Chairman of the Board. NTF’s fiscal year 2024 operating budget is more than \$1.5 million, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National’s building and its extensive archives. Among its other responsibilities, NTF’s staff manages The National’s relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the “Broadway at the National” season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF’s strategic planning is focused on further deepening its identity, supporting NTG’s Main Stage presentations while expanding our own community engagement programs, and communicating The National’s rich history in order to distinguish The National in DC’s vibrant performing arts scene. NTF’s strategic initiatives in the coming years include bringing The



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National's archives and history to the public's attention, increasing its organizational capacity, expanding its economic platform, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.