

## Major Gifts Coordinator

The Public Theater is seeking a Major Gifts Coordinator to support the needs of the Major Gifts team within the Development Department. Under the supervision of the Director of Major Gifts, the Major Gifts Coordinator will play an integral role in helping The Public meet its annual major gifts and capital campaign fundraising goals. The Coordinator will work closely with the Major Gifts team and senior leaders to draft donor correspondence (including proposals), coordinate donor and program meetings, manage donor and gift information, generate reports, and support general administrative needs. The Major Gifts Coordinator will also collaborate with other members of the department on special projects as they arise.

### **Responsibilities:**

- Provide direct daily support to the Major Gifts team
- Draft and prepare donor correspondence, including acknowledgment letters, solicitations, proposals, and reports
- Prepare performance management reports and review with frontline fundraisers
- Coordinate and support donor and program meetings
- Serve as back-up to the Prospect Researcher to compile donor and prospect profiles and conduct other research as needed
- Produce agendas and briefing documents
- Manage travel arrangements and expense reimbursement processes for frontline fundraisers
- Document donor activity in Tessitura, including recording actions, inputting data, and producing regular fundraising performance reports
- Record all incoming gifts; act as back-up to the primary gift processor; and oversee month-end reconciliation of gifts
- Liaise with other teams in the Development Department to document processes and align administrative procedures
- Correspond with donors over the phone and via email, as well as participate in special events and campaign activities as needed
- Other tasks as assigned

### **Requirements:**

- Two or more years of work experience (Development office experience preferred)
- Exceptional verbal and written communication skills with the ability to listen and effectively express ideas and thoughts
- Ability to positively interact with a wide range of constituencies in person, via telephone, and in writing (emails, letters, etc.)
- High level of integrity/solid judgment; the ability to both self-initiate and ask for guidance as needed
- Demonstrated adeptness at managing multiple priorities and following through on projects; proactive and solutions-oriented
- Exceptional accuracy and attention to detail
- Familiarity with Tessitura (or similar relational database); fluent in Microsoft Office Suite
- Ability to work as part of a small, highly efficient team in a fast-paced and challenging atmosphere
- Willingness to work within a team environment

**To Apply:**

Please send a cover letter, resume, and salary expectations to [jobs@publictheater.org](mailto:jobs@publictheater.org) with the subject line Major Gifts Coordinator.

**COVID-19 and Vaccination Policy**

- As a condition of employment, The Public will require all who report to work on-site (either at The Public Theater or any other workspace or performing location) to be up-to-date on the COVID-19 vaccine and booster, as eligible based on CDC guidelines.

**Commitment**

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Non-Exempt position according to the Fair Labor Standards Act, with an annual salary of \$50,000.

**About The Public**

The Public is theater of, by, and for the people. Artist-driven, radically inclusive, and fundamentally democratic, The Public continues the work of its visionary founder Joe Papp as a civic institution engaging, both on-stage and off, with some of the most important ideas and social issues of today. Conceived over 60 years ago as one of the nation's first nonprofit theaters, The Public has long operated on the principles that theater is an essential cultural force and that art and culture belong to everyone.

Under the leadership of Artistic Director Oskar Eustis and Executive Director Patrick Willingham, The Public's wide breadth of programming includes an annual season of new work at its landmark home at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City's five boroughs, Public Forum, Under the Radar, Public Studio, Public Works, Public Shakespeare Initiative, and Joe's Pub. Since premiering HAIR in 1967, The Public continues to create the canon of American theater and is currently represented on Broadway by the Tony Award-winning musical Hamilton by Lin-Manuel Miranda and John Leguizamo's Latin History for Morons. Their programs and productions can also be seen regionally across the country and around the world. The Public has received 59 Tony Awards, 169 Obie Awards, 53 Drama Desk Awards, 54 Lortel Awards, 32 Outer Critic Circle Awards, 13 New York Drama Desk Awards, and 6 Pulitzer Prizes. [Publictheater.org](http://Publictheater.org).