

Manager of Development Operations

About Second Stage Theatre

Second Stage Theatre produces work entirely by 21st century American playwrights both on and off Broadway. Dedicated to adventurous contemporary plays and musicals, bold new interpretations, and unique theatrical experiences, the work at Second Stage reflects diversity and inclusiveness. Through the discovery of emerging talent and the commissioning of new work, Second Stage nurtures future generations of theater artists and welcomes a theatergoing audience of all backgrounds.

Job Description

The Manager of Development Operations is a key member of the Development Department, overseeing the department's use of the Tessitura database and providing data management, and analysis for all areas within the department to help meet and exceed the annual fundraising goal.

This role primarily works with and reports to the Director of Development and interacts directly with the other key members of the department. They are responsible maintaining the integrity of individual and institutional member records in Tessitura and refining the Development Department's list segmentation strategies to help increase membership at Second Stage. This person will also generate financial reports, liaise with the finance office, and is responsible for drawing insights and making revenue generating recommendations based on internal and external research and data.

Duties & Responsibilities

- The general administration and integrity of the membership data in Tessitura and making ongoing recommendations on how to better mine our data to effectively grow our membership.
- Enter and process all gifts and pledges, and produce corresponding acknowledgement receipts and letters, as necessary. This includes gifts from individuals, matching gifts, foundation and corporate gifts and all fundraising event purchases.
- Using Tessitura, Improve donor and customer intelligence insights and refine prospect list-building and segmentation strategies.
- Update and maintain an accurate database of prospective and current donor information in Tessitura, facilitate donor cultivation, and help pinpoint prospects for the pipeline.
- Build Tessitura extractions and set standards of criteria to pull lists for all Development Department communications and solicitations.
- Collaborate with Development and Marketing to determine and refine list strategy for membership and development communications and solicitations.
- Build donor recognition listings.
- Report on Development Department statistics and provide context to determine trends.

Additional Information

Compensation: Base Salary in the range of \$60,000 per year; commensurate with experience

Benefits: Second Stage offers a full benefits package including vacation, medical and dental insurance, retirement plan, life insurance and long-term disability coverage upon eligibility.

Second Stage values diversity, equity and inclusion in the workplace and is an equal opportunity employer.

Second Stage is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

To apply please submit your resumes and cover letter to jobs@2st.com with **Manager of Development and Operations** in the subject line.