

Development Associate - Events (Part-time)

The Development Associate is a member of the Irvine Barclay Theatre Operating Company (IBT) Development Department, reporting to the Director of Development. The Development Associate is the primary administrative and logistics point of contact for the Development Department's donor cultivation and stewardship event activity.

Duties and Responsibilities

1. Lead execution of Development Department event activity, including:
 - Work with Director of Development to plan donor cultivation and stewardship events
 - Assist with development of guest lists, design of invitations, parking reservations and check-in lists
 - Send invitations and collect RSVPs
 - Coordinate event details with external vendors including, among others, photographers, caterers, and decorators
 - On-site attendance at events to manage part-time event, and designated Front of House, staff for night-of-show Jade Room and Associates Bar hospitality
 - Participate in preparation, set-up and clean-up for donor cultivation and stewardship events
 - Some work at off-site donor cultivation and stewardship events throughout a performance season

2. Assist with Development Department administrative support, as required, including:
 - Maintaining event and long-term project schedules
 - Data entry for Major Gifts moves management process
 - Departmental data management
 - Donor acknowledgement and stewardship communications

Knowledge, Skills and Abilities

1. Demonstrable experience at a high skill level with Microsoft Word, Excel and Google suite
2. Demonstrated ability to interact with co-workers, vendors and donors in a manner based on ethical decision making, discretion, diplomacy, and exceptional courtesy
3. Ability to work independently to identify, define and achieve desirable organizational outcomes

4. Highly organized and detail oriented, with the ability to recognize patterns
 - Must not be easily overwhelmed by complex, ever-evolving event-related expectations
5. Ability to effectively balance management of multiple current projects with awareness of longer-term project timelines
6. Exemplary verbal, written and interpersonal communication skills are required
 - Must be patient, gracious, and composed in conversations with donors
7. Experience with Adobe design programs will be considered a plus

Education and Experience

1. Minimum educational requirement: demonstrated completion of an associate degree, or currently working toward an undergraduate degree from an accredited institution of higher education
2. Prior experience in non-profit arts organizations is preferred
3. Previous work with event management companies, caterers, decorators, hospitality industry or customer service industry will be considered a plus

Work Standards

1. Consistent demonstration of personal accountability, integrity, initiative and commitment to IBT's mission is expected
2. Demonstrable on-going mutual respect for internal and external colleagues is required
3. A work process that includes a personal emphasis on innovative problem solving through collaboration is essential
4. An ability to gracefully handle challenges in the context of a fluid and typically fast-paced daily work flow is vital

Other

- Reports to: Director of Development
- Supervisory responsibility: None
- Compensation: Part-time, hourly
- Work-from-home eligible: Hybrid - must be on-site for event preparation and management
- Working hours: Variable, agreed weekly schedule that will include nights and weekends
- Physical requirements:
 - Must be able to stand for long periods of time (at least one hour)
 - Must be capable of walking up and down stairs/inclines
 - Must be able to periodically lift items of up to 20lbs.
 - Must be able to assist others in cases of emergency