



Donor Stewardship Coordinator

Union Arts Center, home of ACT Contemporary Theatre & Seattle Shakespeare Company, is excited to announce an opening for a Donor Stewardship Coordinator. Union Arts Center (UAC) has successfully launched our inaugural season, which includes both contemporary and classical works. This is a momentous opportunity to join our merged organization within a collaborative and creative work environment. We strive to create an inclusive, welcoming, and meaningful work environment for all.

The annual salary for this full-time, non-exempt position is \$61,000. UAC provides comprehensive benefits, including access to medical insurance, dental, and vision insurance. Long term and life insurance premiums are fully covered by UAC. We offer 11 paid holidays, access to a 403b plan and \$6 downtown Seattle parking and free tickets to UAC productions. PTO begins at 20 days per year and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

Please apply by email your resume and a cover letter outlining your interest in the position and your qualifications at work@unionartscenter.org. If accommodations may be needed for the application process, please contact work@unionartscenter.org.

Donor Events

- Manages all donor events implementation including: invitation design and delivery (physical and digital), catering and décor, oversight of RSVPs, and other responsibilities as needed
- Coordinates invitation design and delivery for all donor events
- Ensure accurate tracking of RSVPs for all donor events in Tessitura and GoFundMePro
- Manage logistics and support planning for Union Arts Center's annual gala and any other fundraising events in coordination with the Associate Director of Development, including vendor relationships and invoice management
- Work with the Development director and the Associate Director of Development to provide an annual budget for stewardship and fundraising events.
- Attend all stewardship events

Donor Communication and Stewardship

- Write and edit donor communications as assigned, including Wordfly formatting and management
- Supports front-line fundraisers in special initiatives to steward major donors
- Act as the liaison between front of house, box office and donor tickets, including RSVPs for Opening Night
- Assists donors with inquiries pertaining to events, including confirming donor information, providing logistics, and other duties as assigned.
- With the Director of Development & Associate Director of Development create an annual stewardship plan that includes events, communication and opportunities for cultivation.
- Collaborate with the Institutional Giving Manager to help track, manage, and facilitate all corporate event benefits.

Experience & Qualifications:

- Bachelor of Arts degree or equivalent experience

- Proven experience in planning and executing events, with preference giving to donor events
- 2+ years of Development experience preferred
- Excellent written & verbal communication and interpersonal skills
- A high degree of creativity, resourcefulness, and energy
- Ability to manage projects independently and on a team
- Knowledge of local cultural arena, preferably theatre/performing arts
- Experience using Tessitura or a similar CRM database
- Basic knowledge and comfort level with Microsoft Office suite, internet functionality, and technological skills
- Comfortable executing fast-paced, deadline-driven tasks in an open, busy work environment
- Availability to work evenings, weekends, and non-traditional work hours
- Passion for artists and the performing arts preferred
- Driver's License with automobile preferred, not required

Equal Opportunity Employer

Union Arts Center is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

