

Northlight Theatre

Job Description **2024/25 Season**

Job Title: Donor Engagement Coordinator

Category: Regular Full-Time, Year-Round, Salaried, Non-Exempt

Overall Description: Reporting to the Director of Advancement, the Donor Engagement Coordinator is responsible for all aspects of fundraising events and donor stewardship events at Northlight. This position manages the Hospitality Partners Program, and provides administrative and food/beverage support for all Northlight events as needed.

Responsibilities include but are not limited to:

- Serve as primary point person for the management of all fundraising events and donor stewardship events, including Gala(s), Opening Nights, Tech Talks, Advisory Council events, and others.
- Assist the Campaign and Advancement Manager with board meetings and capital campaign-related events.
- Develop and track invitations, responses, and attendance for all donor events in the Advancement database (currently Raiser's Edge), and manage all logistics of events.
- Create event budgets and track income and expenses.
- Act as point person onsite at each event and purchase supplies, including set up and tear down as needed. Manage staffing and volunteers as requested.
- Ensure that all events are included in the Advancement and organization calendars.
- Manage Hospitality Partners program, including maintaining relationships with current partners as well as identifying and engaging new partners. Manage benefits for each partner throughout the season.
- Fulfill Individual, Board, Corporate, and Foundation benefits for Event, Production, and Season sponsors.
- Assist in planning and execution of any Board/donor travel/trips.
- Support other department's events to arrange food & beverage, room reservations/set-ups, RSVP lists, or other support as needed, such as First Rehearsal bagels, Dress Rehearsal Beer & Pizza, Backstage with BJ, Teaching Artist orientation, etc.
- Adhere to Northlight policies as listed in the Employee Handbook.
- Perform any additional duties as assigned by the Director of Advancement.
- This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, within regularly scheduled work hours or as needed, in all Northlight functions as requested, on site and off.

Qualifications: Must have at least three years of development experience, including event planning and project management. Must be highly organized, with the ability to effectively manage timelines and multiple projects. Excellent interpersonal skills and a demonstrated ability to collaborate. Proficiency with Microsoft Word, Microsoft Excel, Google Docs and a relational database required, Raiser's Edge experience preferred. Self-motivated, able to prioritize and communicate well with staff. This is a hybrid position with flexible hours including nights and weekends needed for on- and off-site events. This position requires transportation to multiple job sites across the Chicagoland area. Though not required, a personal vehicle and valid driver's license is recommended.