

## Job Posting

### **Institutional Relations Manager**

**Overall Description:** Reporting to the Director of Advancement, the Institutional Relations Manager is responsible for managing the direct mail campaigns; serving as the primary liaison for all donors and donor prospects; database management, gift acknowledgement and tracking; recording and fulfilling donor benefits and providing concierge services to donors and board members; reconciling monthly Development & Finance records; and providing general administrative support to the Advancement Department.

**Responsibilities include but are not limited to:**

- Manage all direct mail appeals as well as any special campaigns. Research and report on Individual Donor statistics and trends as requested.
- Serve as the primary liaison for all donors and donor prospects (subscribers, patrons). This includes providing audience services, as needed, as well as donor benefit fulfillment.
- Manage database accurately and in a timely fashion including gift entry, acknowledgement letters, maintaining paper files, and regular reporting and analysis.
- Research, clean and update database to implement current best practices and information, maximizing the benefits of all eTapestry capabilities.
- Fulfill Individual, Board and Foundation benefits of Gala, Production and Season sponsors.
- Provide concierge service to Board members for Northlight issues as needed.
- Research Donor prospect lists as requested and staff Director of Advancement and Associate Director of Advancement in the cultivation and solicitation of resulting prospects.
- Draft and distribute Donor Exclusive/Newsletter via e-mail on a quarterly basis.
- Ensure all donations are recognized appropriately in show programs, building signage, etc.
- Staff fundraising events and donor receptions under the supervision of the Associate Director of Advancement. Provide support including but not limited to: registration tables, food and beverage pickup and prep, décor, and clean up.
- Maintain master calendar of Advancement meetings and events and regularly update staff and board as needed.

**Qualifications:** Fluency in Microsoft Word, Microsoft Excel and a Donor Database System required; eTapestry preferred. Must have a college degree in related field and experience in non-profit fundraising or equivalent field. Must be extremely detail-oriented and technologically adept as well as able to work in a fast-paced, high energy environment. This position will interact with board and individual donors. As such, must consistently project calm, friendly and positive demeanor. Valid drivers' license and access to vehicle preferred. Must be able to lift 30lbs+.

**Compensation:** This position is full-time and salaried. Compensation will be commensurate with qualifications and experience, expected salary mid-\$30Ks. The range of benefits includes medical, dental and vision insurance, vacation pay, paid sick leave, and a 401(k) retirement program.

**How to Apply:** Northlight Theatre is an equal opportunity employer and is interested in receiving candidates from a broad spectrum of people, including women and minorities. Qualified candidates should submit a resume and cover letter with your specific skills related to this position by September 4, 2017 to [humanresources@northlight.org](mailto:humanresources@northlight.org). No phone calls please.

**Northlight Theatre** is a professional LORT theatre located just north of Chicago with an annual budget of \$3.2 million, producing a 5-play mainstage season, the Interplay new play program, and a dynamic year-round audience engagement and education program. For more information about the theatre: [www.northlight.org](http://www.northlight.org).

**https://northlight.org/opportunities/**