

Northlight Theatre

Job Description as of 9/4/2026

Job Title: Advancement Coordinator

Category: Regular Part-Time, Hourly, Non-Exempt

Overall Description: Reporting to the Director of Advancement, the Advancement Coordinator supports all fundraising efforts including building annual fund donations and supporting any special initiatives.

Responsibilities include but are not limited to:

- Maintain all capital campaign and annual fund prospect lists and related reports.
- Provide preparatory support and research for donor and donor prospect solicitations, the development of proposals and correspondence and the recording of prospect strategies.
- With direction for the Director of Advancement, execute all fundraising appeals by mail and email for the annual fund.
- Ensure all donations are recognized appropriately in show programs and anywhere else they appear.
- Provide support to the Database Administrator by proof-reading all acknowledgement letters and program lists prior to printing or as requested.
- Provide ongoing scheduling, planning, and other day-to-day administrative support as needed.
- Adhere to Northlight policies as listed in Employee Handbook.
- Other duties as assigned: This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, as needed and within regularly scheduled work hours, in all Northlight functions, on site and off.

Qualifications: Fluency in Google Docs, Microsoft Word, and Excel required. Outgoing, organized, and calm under pressure, while maintaining a sense of humor and a positive, solution-oriented approach. This person must have strong written and oral communication skills and be able to manage time effectively.