



DEVELOPMENT ASSOCIATE

MARCH 2025

Join our team of hardworking staff members who take pride in the quality of their work and celebrate diversity in their workplace. Virginia Repertory Theatre, Central Virginia's largest nonprofit, professional theatre company, is seeking a full-time Development Associate (40 hours per week). This individual will work closely with the Director of Development, staff leadership, and the Board of Directors to achieve the organization's fundraising goals. This is a great opportunity to work with a team of creative, passionate professionals while gaining advanced fundraising experience at a major nonprofit performing arts organization serving Central Virginia.

The Development Associate reports to the Director of Development and support the organization's overall fundraising and operating efforts, including:

- Raise approximately \$2 million in contributed revenue each year through individual giving, corporate sponsorships, and foundation and government grants
- Build relationships with donors at all gift levels and all stages in the cycle of giving, growing awareness of Virginia Rep's impact and creating new opportunities to engage with supporters
- Empower and assist the Board of Directors in regards to Board solicitations, thank you notes, meeting follow-up, special events, and related activities
- Manage a portfolio of foundation and government grants and produce materials for applying, tracking, and reporting on grant activities
- Execute and track fulfillment of corporate benefits (e.g. logo recognition, program ads, receptions/events, etc.) and ongoing stewardship, working closely with the marketing team and the artistic and production teams.
- Produce fundraising messages for the creation of solicitation and communication materials that are shared with donors and the public, in partnership with the marketing team and the education department
- Write, compile, and mail seasonal appeal letter solicitations
- Support the Gala Committee in planning and executing the annual gala, the Rep's only major fundraising event
- Manage donation records in our CRM, Tessitura, and ensure timely financial reporting in partnership with the finance department
- Bolster relationships with Arts District neighborhood businesses, community organizations, and groups that expand access to Virginia Rep's programs, in partnership with marketing, group sales, and the box office.
- Attend the Rep's opening performances, cast parties, and other events as available (tickets provided)
- Perform related duties as assigned

Desired Qualifications:

- Bachelor's degree or equivalent work experience
- 2+ years' experience in nonprofit fundraising
- Familiarity with performing arts organizations, preferably professional theatre

- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite (Docs, Sheets), and Tessitura CRM (preferred but not required)

Salary Range: \$42,000 - \$50,000 commensurate with experience

Benefits

- Paid time off
- Health / Dental / Vision / Life Insurance
- 403(b) matching retirement plan
- Shared, sunny office space in the Arts District of downtown Richmond, walking distance to cafes, restaurants, boutiques, and arts venues.
- 4 complimentary tickets to each Virginia Rep show

Schedule:

- 8 hour shift, in-person
- Monday to Friday
- Weekends/evenings as needed for board meetings and events with ability to flex schedule

Please send a cover letter, resume and 2 references to employment@virginiarep.org with the subject line *(your last name) – Development Associate*. No phone calls please.

Virginia Repertory Theatre is a 501(c)3 nonprofit organization and an equal employment opportunity employer committed to equitable and inclusive hiring practices and constructing an environment centered around anti-racist and anti-oppressive practices in our daily business. We invite applicants of all identities to apply as we continue to build a strong and diverse staff that represents our whole community.