

**Tamara C. Williams**  
*Executive Director*

**Colin K. Bills**  
*Producing Director*

WASHINGTON  
**REVELS**  
*Community. Tradition. Celebration!*

**Roberta Gasbarre**  
*Artistic Director*

**Elizabeth Anne Fulford**  
*Music Director*

**Andrea Jones Blackford**  
*Associate Artistic Director*

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## DEVELOPMENT COORDINATOR JOB DESCRIPTION

Washington Revels' Mission: To Create Community through Celebration! Washington Revels uses performance, education, and community engagement to revive, sustain, expand, and celebrate cultural traditions — in music, dance, storytelling, and drama — that bind people together in spirit and joy. We strive to illustrate the world's common humanity, connecting all people in a community that stretches across ethnic, cultural, and religious divisions, and through time.

Under the direction of the Executive Director and with oversight from the Development Committee, Washington Revels seeks an experienced, energetic and highly personable Development Coordinator for all aspects of fundraising, including individual and corporate donations, grant applications and administration, special events, and the future development of Major Gift, Planned Giving and Endowment programs.

Washington Revels welcomes all applicants, and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national or ethnic origin or identity, genetic information, political or religious opinion or affiliation, family responsibilities, or any other characteristic protected by law.

### COMPETENCIES:

- Results driven
- Excellent verbal and written communication
- Excellent people skills
- Problem-solving / analysis
- Ability to manage multiple projects simultaneously
- Ability to lead and work with various teams

### FUNCTIONS:

1) Fundraising: *Work with the Executive Director, Development committee, staff, and volunteers to develop and execute fundraising plan and activities.*

- Assist in the planning and execution of small and large fundraising events
- Coordinate staff and volunteers for fundraising events
- Execute fundraising communications campaigns: draft letters, emails, social media posts, and communicate with donors
- Identify event sponsorship and ad leads and prepare solicitation materials

2) Grant Writing and Administration: *Support Executive Director and the Development committee in completing grant administration tasks.*

- Identify and apply for federal and foundation grant opportunities
- Work with the Executive Director, Development Committee, and program staff to prepare grant applications and reports

- Maintain Google calendar of regular grant applications and reporting requirements
- Work with Development Committee to prepare grant financials
- Produce, administer and analyze audience surveys, and prepare reports for internal stakeholders and grant agencies

3) *Donor Relations: Manage relationships with individual, foundation, and corporate donors and follow up on donor requests for special events.*

- Run donation reports, manage mailing and email lists in CRM software and email software
- Manage donation forms and campaigns
- Work with Office Manager to ensure that each donation is properly acknowledged through creating and mailing donor thank you letters
- Work with Office Manager on handling special donor requests during Christmas Revels and other events

**PREFERRED EXPERIENCE:**

- Prior experience working in a non-profit arts organization.
- Experience with ticketing and/or CRM software (i.e., PatronManager, AudienceView, Arts People, etc.)
- Coordinating fundraising events
- Grant writing and administration experience

**WORK TECHNOLOGY:**

This position operates in a professional office environment with an all-MAC IT system, Dropbox cloud storage, QuickBooks Online, an integrated ticketing and (Salesforce-based) CRM platform.

**WORKPLACE and HOURS:**

This is a full-time position. Normal work hours include a standard 40-hour work week, with additional evening and weekend hours as needed. The Revels office is located at Glen Echo Park, with the flexibility to work off-site, as the work itself allows.

**COMPENSATION and BENEFITS:**

Salary \$50,000-\$60,000 based on experience; paid vacation, sick leave, holidays and personal days: and employer contributions toward one or more traditionally deductible benefits, at the employee’s discretion (e.g. health insurance, life insurance, disability insurance, IRA, Section 403(b) plan, etc.).

**TO APPLY:**

Submit letter of intent, CV, and optional video submission to [twilliams@revelsdc.org](mailto:twilliams@revelsdc.org) or P.O. Box 665, Glen Echo, MD 20812.