



MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

ANA ROSE O'HALLORAN
EXECUTIVE DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Development Coordinator

Reports To: Executive Director
Status: Full-Time, Non-Exempt
Application Deadline: Open Until Filled
Location: Phoenix, Arizona
Hourly Rate: \$18-22/hr

About Arizona Theatre Company:

Founded in 1966, Arizona Theatre Company (ATC) is Arizona's only LORT (League of Resident Theatres) professional nonprofit regional theatre and the Official Arizona State Theatre. Nationally recognized for artistic excellence, ATC uniquely operates in both Phoenix/Tempe and Tucson.

All shows originate in Tucson, built in ATC's off-campus shops, and rehearsed and opened at the historic 635-seat proscenium Temple of Music and Art. In Phoenix/Tempe, ATC is the Home Company at the 550-seat Tempe Center for the Arts. ATC currently produces a five-show season, as well as other developmental programming.

ATC's mission is to create world-class theatre that explores what it means to be alive today—sparking empathy, curiosity, and joy while bringing communities together. Through mainstage productions, education programs, and community engagement, ATC serves more than 200,000 individuals annually.

Position Summary:

The Development Coordinator provides administrative and operational support for ATC's Development department. Working closely with Development leadership and colleagues across the organization, this position helps coordinate fundraising activities, donor stewardship, sponsorship fulfillment, prospect research, special events, and day-to-day department operations.

This role plays an important part in supporting ATC's fundraising efforts by maintaining organized systems, preparing materials, coordinating projects, and supporting the successful execution of development activities. The Development Coordinator is an excellent opportunity for an organized, detail-oriented professional interested in building a career in nonprofit fundraising and development. Arizona Theatre Company is committed to supporting professional growth and developing future fundraising professionals through hands-on experience and mentorship. The ideal candidate is highly organized,



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enjoys creating order from complexity, and is excited to grow professionally while supporting a collaborative fundraising team.

One Statewide Team

ATC operates as one statewide team serving audiences in both Phoenix and Tucson. While each position has primary areas and locations of responsibility, all team members are expected to collaborate across departments and across locations, support one another during planned and unplanned personnel absences and facility changes, document key workflows, and contribute to the overall success of the department and organization. Flexibility, teamwork, and a willingness to support evolving organizational needs are essential to success at ATC.

Key responsibilities include:

- Assist with day-to-day development operations, including gift processing, donor acknowledgements, stewardship mailings, maintaining accurate donor records, performing routine database cleanup, and ensuring the integrity of CRM data.
- Conduct preliminary donor and prospect research on individuals, corporations, and foundations using publicly available resources and prepare basic donor profiles and briefing materials for Development staff.
- Prepare, update, and organize development collateral, including sponsorship materials, proposal templates, presentations, donor packets, stewardship materials, and other fundraising resources.
- Serve as the primary liaison between Development and Marketing for sponsorship and in-kind benefit fulfillment, ensuring recognition commitments and deliverables are completed accurately and on schedule.
- Support the planning and execution of development events, donor receptions, cultivation events, and fundraising activities in Phoenix and Tucson by coordinating invitations, RSVPs, guest lists, nametags, printed materials, vendor communication, event logistics, and on-site support.
- Provide administrative and project support to Development leadership, including coordinating calendars, scheduling meetings, preparing materials, and assisting with departmental priorities as needed.



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- Generate donor lists, mailing lists, acknowledgements, mailing exports, and routine CRM reports to support fundraising and stewardship activities.
- Assist with corporate, foundation, and government fundraising efforts by maintaining proposal files, reporting schedules, donor records, and supporting grant and sponsorship administration.
- Maintain department files, templates, and shared resources to support efficient and consistent fundraising operations.
- Collaborate closely with Development staff and colleagues across the organization to support fundraising priorities and provide exceptional internal customer service.
- Support special projects and other related duties as assigned.

Qualifications:

Experience:

- One to three years of experience in nonprofit administration, fundraising, events, customer service, administrative support, or a related field — OR a demonstrated interest in theatre, the arts, or nonprofit fundraising paired with strong organizational skills. No CRM or donor database experience is required; training is provided.

Skills & Attributes

- Strong organizational skills with exceptional attention to detail and the ability to manage multiple priorities in a fast-paced environment.
- Ability to learn new systems, processes, and fundraising best practices quickly.
- Excellent written, verbal, and interpersonal communication skills.
- Demonstrated ability to build collaborative working relationships across departments.
- Demonstrates initiative, curiosity, and a willingness to identify opportunities to improve processes while learning and growing within the role.
- Experience working with Microsoft; experience with CRM or donor database systems preferred but not required.
- Demonstrated integrity, professionalism, sound judgment, and a collaborative work style.
- Alignment with ATC's mission and values, and a commitment to fostering an inclusive, respectful, and equitable workplace.

Schedule & Work Environment



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- This position requires evening and weekend work several times per month, primarily to support donor events, receptions, and opening nights tied to ATC's production calendar. Schedule flexibility is offered to help offset event-heavy weeks.
- This position currently operates in a hybrid work environment. Exact details will be shared with candidates during the hiring process.

Application Procedure:

Please send cover letter and resume to ATCjobs@arizonatheatre.org and reference "Development Coordinator" in the subject line.

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, sex, sexual orientation, religion, disability, or national origin.

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