

JOB DESCRIPTION- Donor Advancement and Relations Coordinator

Position Overview

The Donor Advancement & Relations Coordinator plays a key role in advancing the fundraising and donor engagement efforts of Flat Rock Playhouse. This position supports all aspects of donor relations, gift processing coordination, communications, and event execution — including serving as a primary organizer for the organization’s Annual Gala Fundraising Event and all Executive Producer Events. This role requires strong organizational skills, attention to detail, discretion, and the ability to manage multiple projects in a fast-paced performing arts environment.

Key Responsibilities

Donor Cultivation & Stewardship

- Support strategies to grow the donor base and increase giving levels through targeted outreach and stewardship initiatives.
- Assist in donor recognition efforts, sponsorship cultivation, and benefit fulfillment. This includes managing all high-level donor events and engagement opportunities.
- Prepare and distribute donor acknowledgment letters in a timely and accurate manner.
- Track and report acknowledgment and stewardship metrics.
- Maintain and update donor records within FRP’s CRM system (Tessitura), ensuring accuracy and confidentiality.
- Research prospective funding opportunities including individual, corporate, foundation, and event-based sponsorships.

Executive Producer (Sponsorship) Management

- Lead the execution and fulfillment of all Executive Producer and season sponsorship agreements, ensuring contractual benefits are delivered accurately, professionally, and on schedule.
- Serve as the primary internal liaison between Development, Marketing, Production, and other departments to coordinate

sponsor recognition, branding, hospitality, and promotional deliverables.

- Develop and maintain detailed sponsorship tracking documents outlining benefits, deadlines, and fulfillment status for each production and season sponsor.
- Act as on-site coordinator for all sponsorship-related events and engagements, including Opening Nights, donor receptions, and special recognition moments.
- Oversee sponsor visibility across all platforms (digital, print, on-site signage, playbills, website, social media, and event materials) in collaboration with Marketing to ensure consistency and accuracy.
- Support the Development team in identifying, cultivating, and securing new Executive Producer and season sponsorships.
- Assist in preparing sponsorship proposals, customized benefit packages, and renewal materials.
- Track sponsorship revenue against seasonal goals and provide regular reporting to Development leadership.
- Steward sponsorships throughout the season to encourage long-term partnerships and renewals.

Gala & Fundraising Event Leadership

- Serve as primary organizer and internal point person for the Annual Gala Fundraising Event.
- Support and lead planning and execution of additional fundraising and donor stewardship events.
- Develop and manage event communications including invitations, websites, sponsorship materials, and giving forms.
- Coordinate invitation lists and manage RSVPs within the CRM.
- Oversee vendor relationships and logistics (catering, security, rentals, signage, AV, etc.).
- Manage detailed event budgets and financial tracking in collaboration with Development leadership.
- Train and coordinate volunteers as needed.
- Provide on-site event support, including evening and weekend commitments.

- Serve as primary lead for Opening Night events and related donor hospitality functions.

Communications & Engagement

- Manage the creation and distribution of fundraising appeals, newsletters, sponsorship materials, and donor communications.
- Prepare monthly Board and stakeholder updates (including Spotlight Society communications and Board Hot Sheets) and manage distribution.
- Review and recommend updates to webpages and online giving forms.
- Manage donor and sponsorship-related social media content as assigned.
- Ensure consistent messaging across fundraising and donor engagement platforms.

Operations & Reporting

- Generate fundraising reports, donor lists, and analytics from Tessitura.
- Assist with scheduling, donor correspondence, and meeting coordination.
- Maintain organized digital and physical donor records.
- Support special projects across donor relations and stewardship initiatives.

Organizational & Cross-Departmental Support

- Attend administrative meetings, program area meetings, and staff meetings as required.
- Participate in community events to strengthen FRP's visibility and relationships.
- Assist with company-wide initiatives and cross-departmental projects.
- Participate in required parking shifts during productions alongside other full-time staff.
- Perform additional duties as assigned.

Donor Advancement & Relations Coordinator

Professional Expectations

The Donor Advancement & Relations Coordinator is expected to:

- Represent Flat Rock Playhouse professionally on and off campus.
- Maintain professional appearance and conduct at all times.
- Foster a positive, collaborative, and service-oriented work environment.
- Maintain proficiency in FRP CRM systems and participate in relevant training opportunities.
- Obtain prior approval for outside employment that may conflict with scheduled responsibilities.

Required Skills & Qualifications

- Ability to work both independently and collaboratively.
- Strong organizational and project management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to manage multiple priorities in a deadline-driven environment.
- High level of discretion with confidential donor information.
- Proficiency in Microsoft Office and Google Workspace.
- Experience with CRM/Fundraising software (Raiser's Edge NXT, Tessitura, or similar).
- Flexibility to work evenings, weekends, and extended hours during event seasons.
- Be able to lift 50lbs.

Education & Experience

- Bachelor's Degree in a related field **or** minimum five years of experience in fundraising, donor cultivation, or nonprofit development.
- Demonstrated experience in event coordination and donor communications and relationship management preferred.