



Position: **Development Coordinator**

Classification: Full-time, exempt; eligible for benefits after 30 days

Reports to: Managing Director

Salary range: \$37K-\$42K

Apply to: md@pigiron.org

The OBIE Award-winning Pig Iron Theatre Company seeks a Development Coordinator with experience in nonprofit fundraising and donor relations. Pig Iron is an incubator and producer of experimental performance work and also runs a 2.5-year MFA program in devised theatre, in partnership with University of the Arts. The Development Coordinator, in collaboration with the Managing Director, will be responsible for maintaining and implementing a strategy for fundraising that will allow Pig Iron to bring alive its mission: "to expand what is possible in performance by creating rigorous and unusual ensemble-devised works; by training the next generation of daring, innovative theatre artists; and by consistently asking the hardest questions, both in our art and in its relation to the world around us."

Position Summary and Essential Duties and Responsibilities

Reporting to the Managing Director and working in collaboration with Pig Iron's Co-Artistic Directors and Board, the Development Coordinator will work to raise funds for the continued advancement of the company's artistry and its MFA/Certificate program. Responsibilities include grant writing and reporting, individual and major gifts, spring and fall appeals, and special events.

Primary Responsibilities:

- Maintain effective development systems and record-keeping procedures to track current and prospective donors and accurately report all fundraising income.
- Maintain and refine systems and protocols for gift cultivation, donor solicitation, and acknowledgement.
- Manage foundation and government grant processes: grant research, grant writing, and grant tracking to ensure successful review, submission of applications, and reports.
- Track fundraising goals for project based campaigns and the overall annual individual giving target.
- Maintain a network of contacts in the community to build Pig Iron's funding base.

- Connect donors to the unique culture of Pig Iron Theatre Company through individual meetings, group engagement opportunities, and large-scale fundraising events.
- Along with Managing Director, oversee development events including Pig Iron's annual benefit, which includes oversight of the Benefit Committee.
- Along with the Marketing Coordinator, manage Pig Iron's annual Holiday Appeal process.
- Report fundraising progress and key metrics at staff and board meetings.
- Attend all Pig Iron meetings as determined by Managing Director, including weekly staff meetings and check-ins.

Qualifications

The ideal candidate will be detail-oriented and entrepreneurial, with a gift for writing and a passion for raising money for the arts. We seek a person who is comfortable thinking and communicating about ambitious ideas, managing through uncertainty with diplomacy and tact, and who enjoys engaging with a wide range of people to build effective partnerships and mobilize artistic and social resources to advance the organization.

The successful candidate will:

- Be highly organized, flexible, collaborative, and a fast learner
- Have demonstrated success in nonprofit fundraising, with a track record of building donor relationships, managing budgets, and working collaboratively and strategically. Arts organization experience preferred.
- Communicate clearly and professionally in oral and written forms
- Have working knowledge of *eTapestry* or experience with similar database systems
- Have strong interpersonal skills, and the ability to deliver an “elevator speech” with confidence and authenticity.
- Be self-motivated, thoughtful, and composed

Application procedure

Pig Iron Theatre Company is an equal opportunity employer. We value a diverse work force and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status. Pig Iron Theatre is a 501(C)(3) nonprofit organization.

Qualified candidates are invited to **submit a cover letter and a résumé** to: md@pigiron.org with “Development Coordinator” in the subject line. Candidates may also be asked to provide writing samples, with a focus on grantwriting or other appeals for funding.

ABOUT PIG IRON THEATRE COMPANY

Pig Iron began as an interdisciplinary ensemble in 1995, creating works of performance collage

that regularly toured to the Edinburgh Fringe Festival. 27 years later, Pig Iron has emerged as a leader in the movement of alternative theater makers who seek to re-situate how audiences encounter performance. The company is now a platform for devised performance which scales up and down, moves from gallery to night club to proscenium theater, creating complete performance worlds with a shifting roster of remarkable actors, designers, and collaborators from beyond the world of theater. In 2011, Pig Iron launched a 2-year graduate program in physical and devised theater at a new home in North Philadelphia. In 2015, the company partnered with University of the Arts to offer both a Graduate Certificate and an MFA in Devised Performance, training the next generation of adventurous makers of hybrid performance. The organization finds itself at a pivotal moment as we seek to transition our producing and training models to encompass new forms and new media.