



## **ADVANCEMENT OFFICER**

The Association for the Colonial Theatre (ACT) — Phoenixville, Pennsylvania

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### **POSITION SUMMARY/ JOB OVERVIEW**

The Advancement Officer is a full-time, exempt employee who reports directly to the Executive Director. The position is available as a hybrid of onsite and remote. Candidates from diverse backgrounds are strongly encouraged to apply.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Work with the Executive Director, senior staff, and Board leadership to develop and implement an organizational advancement strategy built upon budgetary targets.
- Manage membership by processing renewals and new accounts, acknowledging by mail and phone, and sending monthly reminders before any which will expire.
- Manage donor database system; pull reports and mailing lists.
- Lead annual appeal process: write and distribute letters and other appeal materials; send acknowledgements; organize board member phone calls and communications; track progress toward goals.
- Engage in prospect research and cultivation.
- Exceed expectations through intentional stewardship of current donors and members.
- With Executive Director, model a culture of philanthropy throughout the organization, from volunteers to employees to committee members and board members.
- Serve as a member of the Senior Leadership Team for the Theatre. As such, the Advancement Officer will report informationally to the board and serve as staff liaison to the Advancement Committee.

### **QUALIFICATIONS**

#### **Attributes of the Successful Candidate:**

- Strong code of ethics and integrity with high degree of confidentiality.
- Proficiency with DonorPerfect or similar CRM, MS Word, Excel, and database management.
- Must be organized and able to work independently.
- Superlative interpersonal communication skills with a demonstrated ability to work well with people across a diverse range of education and social backgrounds, and to demonstrate an honest respect for each individual.

- Successful candidates will have the ability to articulate the priorities and programs of the Colonial Theatre, and identify and understand the philanthropic interests of donors.
- Applicants should be aware that the Colonial Theatre requires all staff to be fully vaccinated.

**Experiences of the Successful Candidate:**

- Three to five years of progressive, non-profit development experience.
- Proven record of success in the cultivation and solicitation of donors.
- Bachelor's degree preferred (experience may be considered in lieu of a degree).

## **EMPLOYMENT, COMPENSATION & BENEFITS**

This is a full-time, exempt position located at The Colonial Theatre, 227 Bridge Street, Phoenixville, PA 19460.

**Salary Range:** \$60,000 - \$75,000 per year depending on skill and experience.

We offer a competitive benefits package that includes: full healthcare and dental coverage; paid vacation, sick leave, and holidays; a matching 403(B) plan; and free admission to movies and live performances.

**TO APPLY:** Email your cover letter, resume, and contacts for 3 professional references to Jennifer Carlson, Executive Director at [jennifer@thecolonialtheatre.com](mailto:jennifer@thecolonialtheatre.com).

## **EEO/AAP Statement**

The Colonial Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state, or local laws.

## **ABOUT THE COLONIAL THEATRE**

The iconic Colonial Theatre is an independent, nonprofit arts destination situated in the heart of thriving downtown Phoenixville, PA, named one of the "Ten Hottest Suburban Philadelphia Towns" by *Philadelphia Magazine* (2017). The theatre's mission—to nurture community by celebrating the power of film and the performing arts to entertain, inform and reveal meaning—is steeped in its rich history.

From its earliest days as a vaudeville house in the early 20th century to its mid-century transformation into a movie palace to its current embodiment as home to an exceptional mix of movies and live performances, the Colonial has long been a community treasure. It now serves as an anchor institution in the city's continued revival and the center for community events and gatherings.

Known internationally as the home of the Blobfest, which annually celebrates the theatre's role in the 1958 sci-fi classic, *The Blob*, the Colonial attracts patrons from across the region and beyond.

For more information about the Colonial Theatre, visit [www.thecolonialtheatre.com](http://www.thecolonialtheatre.com).