



Position Description

Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

Position: Development Assistant

Department: Development

Reports to: Chief Philanthropy Officer

Classification: Full-time, Non-Exempt, Hourly position

Pay: \$17.00 (hourly)

Position Summary

The Development Assistant plays a key administrative and logistical role on the Development team, supporting the day-to-day operations of individual, institutional, and special events fundraising. Reporting to the Chief Philanthropy Officer, this position assists with administrative tasks as needed, donor correspondence, benefit fulfillment, database maintenance, research, and event support. The ideal candidate is organized, detail-oriented, and passionate about theatre and the nonprofit arts sector. Evening and weekend hours are occasionally required.

Position Responsibilities

Administrative & Donor Support (40%)

- Provide administrative support to the Chief Philanthropy Officer and other development team members as needed
- Draft and proof acknowledgment letters and event invitations
- Maintain accurate donor records in the CRM database (Tessitura) and serve as a backup for gift entry
- Manage mailing lists, mail merges, and mailings
- Assist with institutional giving materials as needed
- Research prospective donors, sponsors, and foundations as needed
- Prepare briefings as needed
- Manage the schedule of the Donor Lounge
- Calendaring and accurate entry of event details in Artifax
- Expense management for CPO and other team members as needed

Benefit Fulfillment & Stewardship (30%)



- Coordinate donor benefit fulfillment (e.g., tickets, backstage tours, recognition)
- Track and execute sponsor recognition across print, digital, and on-site materials
- Seat cards coordination and distribution
- Communicate with donors regarding benefit details, event RSVPs, and general inquiries
- Assist with donor communications and targeted stewardship efforts

Event Coordination (30%)

- Support the planning and execution of donor cultivation events, opening night receptions, talkbacks, and other special events
- Manage RSVPs, prepare guest lists and materials, and provide on-site event support (set-up, check-in, logistics)
- Serve as point of contact for guest services during donor events

Qualifications & Competencies

- Minimum of 1–2 years of nonprofit development or administrative experience preferred
- Strong organizational and project management skills, with high attention to detail
- Excellent interpersonal and communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) required
- Experience with donor databases or CRM platforms (Tessitura highly desirable)
- Ability to work effectively in a fast-paced environment and manage multiple priorities simultaneously
- Eagerness to contribute as part of a collaborative, high-performing development team
- Passion for theatre and/or the arts strongly preferred
- Associate's degree or equivalent work experience required

Physical Demands

- Frequent standing and walking; occasional stooping, kneeling, crouching, or crawling
- Ability to frequently lift and/or move up to 10 pounds, and occasionally up to 25 pounds
- This position includes both sedentary and active tasks and requires regular talking and hearing

The physical requirements described here represent those necessary to perform the essential functions of the job, with or without reasonable accommodation.



Additional Information

This job description is intended to convey the general nature and scope of the role. It is not intended to be an exhaustive list of responsibilities, duties, or requirements. Cincinnati Playhouse in the Park reserves the right to revise or amend this description as needed to meet the evolving needs of the organization.

To Apply:

Qualified candidates should submit a cover letter, resume and references to sneja.tomassian@cincyplay.com and cc: Dawn Mundy, Director of HR, Equity & Inclusion at dawn.mundy@cincyplay.com. A review of applications will be done on a rolling basis until the position is filled. No phone calls, please.