



Development Coordinator

Job Description

Job Summary

The Coolidge Corner Theatre Foundation is seeking applicants for the full-time position of Development Coordinator to join our development team, with an emphasis on helping to grow institutional giving efforts.

Reporting to the Associate Director of Development, this position will provide support for the following areas:

General Development Office Functions

- In collaboration with the Development team, maintain the master development calendar for annual fund campaign, membership drive, fundraising events, and other fundraising/stewardship communications
- Maintain CCT development database
- Coordinate communications with CCT Board and Committees
- Support Coolidge leadership and the Development team in board work, including prepping meeting materials, communicating with board members, and doing research
- Periodically review automatic communications and stewardship processes
- Assist with design of printing of collateral and communications materials

Institutional Giving

- Maintain and manage master calendar of grant applications, reporting, and project/funding periods
- Research funding opportunities, including government, corporate, and foundation grants
- Pull data for grant applications and reports
- Maintain an up-to-date and accurate repository of language and budget templates
- Oversee and maintain partnership tracker to ensure our commitments are being fulfilled for partnerships, sponsorships, and grants
- Research sponsorship opportunities and assist in building sponsorship decks and proposals

Individual Giving

- Assist the Individual Giving Manager with Annual Fund campaign (both mailed and digital), including segmenting donor lists, mail merges, proposal tracking, drafting, printing, personalizing, and mailing solicitations
- Provide research into donors and prospects as required
- Assist Office Manager with processing gifts, ensure that gifts are entered into the donor database and acknowledgements are generated in a timely and accurate manner
- Analyze data and produce reports to help implement innovative and effective approaches to retaining, engaging, and recruiting members and Annual Fund donors
- Assist in designing and writing compelling copy for digital e-blast and social media fundraising campaigns

Membership

- Maintenance of our membership database
- Coordinate membership drive; process membership applications, welcome letters, renewals, etc.; troubleshoot membership issues

Events

- Assist with planning and execution of major signature events including Trivia Night, Coolidge and Breakthrough Awards, and annual donor events
- Manage invitations and guest lists for special screenings and smaller events

The ideal candidate will have experience working for a nonprofit arts organization or in an office and/or administrative capacity. Experience working in a fundraising capacity, particularly with grants, is a plus. Interest and enthusiasm for film and the arts is a plus.

Our Top Candidate Will Be

- **Detail oriented:** You are a stickler for accuracy, and take pride in producing work that reflects the level of excellence expected of every staff member at the Coolidge.
- **Strategic:** You're on the ball, and understand what it takes to keep our development work on track. You're interested in working to build systems that best work with the entire team.
- **Outgoing:** You understand the need for personal relationships in the development office and the Coolidge team. You are eager to work with our board, helping to ensure their success with our fundraising efforts.
- **An entrepreneur:** You are a hands-on practitioner, but can anticipate the needs of the department and provide senior staff with what they need to be successful.
- **Collaborative and flexible:** You understand and appreciate the rhythm of a fast-paced nonprofit, where staff members are always willing to pitch in for special events and unexpected challenges.

Qualifications

- Bachelor's degree preferred
- Minimum 1-3 years office, administrative and/or fundraising experience
- Strong computer proficiency and experience in Google Suite, Excel, Word (e.g., mail merges)
- Excellent organizational and time management skills, exceptional attention to detail
- Ability to work in a fast-paced, team environment and to carry out projects independently, managing multiple deadlines and using own initiative
- A firm knowledge of English grammar, spelling, and punctuation, with the ability to accurately proofread and edit correspondence
- Familiarity with or willingness to learn donation management systems (e.g., DonorPerfect), ticketing management software (e.g., Agile Ticketing Solutions), and office productivity tools (e.g., Asana)
- An enthusiasm for film and the Coolidge's mission
- Desire to pursue a career in development or cultural management and an interest in growing in this role

The Development Coordinator is a full-time, in-person position with the opportunity to grow professionally. Some evening and weekend work is required. Benefit package provided, including medical, dental and 403(b) retirement plan, paid holidays, and paid vacation on a graduated scale based on years of service.

Salary: \$52,000-\$55,000

How to Apply

The Coolidge seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter and resume to development@coolidge.org with "Coolidge Development Coordinator" in the subject line. No phone calls please. The application deadline is June 23, 2025.

The Coolidge Corner Theatre Foundation, Inc. ("the Coolidge") provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Coolidge complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, leaves of absence, and compensation.

About the Coolidge Corner Theatre

The Coolidge Corner Theatre is a nonprofit film and cultural institution located in Brookline, MA whose mission is to entertain, inform, and engage — building a vital community through film culture. The Coolidge is highly regarded as the premier art house cinema in New England and a cultural and community asset in Greater Boston, has a membership base of over 5,000 and serves over 225,000 patrons annually. In addition to screening first-run independent films, the Coolidge offers a wide variety of special programs and events, including community discussions, and collaborates with a myriad of other organizations.

Commitment to Equity, Diversity, and Inclusion

Guided by our mission to "entertain, inform, and engage by building a vital community through film culture," we at the Coolidge Corner Theatre believe we have a collective opportunity to transform the way people see the world through film. On screen and throughout our programming we have an opportunity to understand ourselves and the world around us more deeply; to uplift the voices of all races, ethnicities, gender identities, economic statuses, and abilities; and envision the changes we wish to see in our society. As devoted film lovers, we must engage authentically and deeply in conversations about our humanity and push ourselves to recognize injustice around us.

The Coolidge Corner Theatre has embarked on a strategy ensuring that the theater is committed to addressing equity in our governance, staffing, programming, and operations. This will be an ongoing process at the Coolidge, as we thoughtfully integrate this change into our broader vision and strategy for our expanded theatre footprint both virtually and physically.

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