

Development Associate Job Description – May 2026

Full-time, non-exempt

Hybrid: 24-36 hours in person; 8-16 hours remote

Reporting to: Director of Development

Compensation: \$32/hour, plus benefits

Overview

Located in the heart of the Union Square Theater District, San Francisco Playhouse is an award-winning nonprofit theatre company that stages more than 300 performances per year. We are seeking an energetic, motivated, and entrepreneurial Development Associate to provide administrative support to our Development department and engage with prospective donors. Reporting to the Director of Development, the Development Associate will bring a collaborative, “can do” attitude to a company where the co-founders are directly involved in day-to-day operations. San Francisco Playhouse has a company culture where everyone pitches in, no matter how large or small the task.

This is a full-time hybrid position with an expected on-site presence of approximately 24–36 hours per week depending on programming and events.

Primary Responsibilities

- Support the Development department in the cultivation of relationships and engagement with high net worth prospects to bolster San Francisco Playhouse’s donor pipeline.
- Identify and cultivate a set number of prospects each quarter (to be determined by the Development Director)
- Research first-time donors and schedule donor meetings for the Artistic and Development Directors.
- Provide general administrative and logistical support to the Development department and during Development events.
- Serve as a primary point of contact for donors and subscribers; provide high-level patron service during and outside of performances.
- Host the Inner Circle Donor Lounge twice a week, or as needed (nights, weekends, and some holiday weeks may be required), including advance strategic research of attending VIP donors, providing targeted stewardship, and logging notable interactions in the Salesforce CRM
- Analyze donor data from multiple sources including box office ticket software (VBO), donor database (Salesforce CRM), research (DonorSearch) and communication platforms (Mailchimp)
- Prepare, execute, and document tailored stewardship plans

Secondary Responsibilities

- Assist Development Manager with grant research and grant proofreading/editing
- Perform queries, reports, and exports via Salesforce and VBO, as well as ongoing database quality control and cleanup – for example, updating donor contact info, missing donor data, and combining duplicate accounts, removing out of date information.
- Other duties as assigned by the Director of Development

Qualifications

- 2-3 years of front-facing customer service or patron service work
- Previous experience with office administration preferred

- Proficiency in MS Office Suite including Outlook and donor database software (Salesforce CRM preferred)
- Interest and curiosity in the performing arts and the mission of San Francisco Playhouse
- Excellent interpersonal, communication, and organizational skills
- Entrepreneurial mindset with high initiative, follow-through, and comfort working in a small, collaborative team.
- Familiarity with the following or similar systems preferred: VBO Ticketing, DonorSearch prospect research and data platform
- Familiarity with Bay Area non-profit community preferred but not essential

How to Apply

Please submit your resume and a cover letter outlining your relevant experience along with three professional references to jobs@sfplayhouse.org. We are an equal-opportunity employer and encourage applicants from all backgrounds to apply.