



Development Communications Coordinator Job Description

Position: Development Communications Coordinator

Position Status: Full-Time Salaried

Reports to: Managing Director

Start Date: September 2026

Compensation: \$50-60k annually depending on experience; Hybrid position with majority in-person; Healthcare and Retirement benefits offered; Unlimited PTO.

The Development Communications Coordinator (DCC) will assist the Managing Director with grant writing and other fundraising tasks and tracking, and with the Communications Director on public relations, electronic and print publications, web and social media strategy, and other public facing tasks. The DCC will be responsible for ATMTC's social media strategy and execution.

The Major Responsibilities of the Development Communications Coordinator include:

Development

- Assist Managing Director in maintaining calendars for foundation and corporate deadlines (applications, reports, etc.);
- Manage donor correspondence, including but not limited to gift acknowledgement letters and general development inquiries;
- Contribute to the development and maintenance of a comprehensive annual fundraising calendar;
- Prepare, submit, and manage grant applications and proposals;
- Provide stewardship to all current donors including sending regular updates and ensuring all requested reports are delivered on time;
- Develop expertise in the CMS database, maintaining data structures, integrity, and quality;
- Enter gifts in an accurate and timely manner;
- Maintain donor records including moves management information;
- Assist in the management of special events such as the Gala, first rehearsals, VIP openings, and other fundraising events to ensure an exceptional guest experience within budget and with a focus on cultivation and stewardship;

Communications

- Assist Communications Director with executing communications, i.e. emails, letters;

ADVENTURE THEATRE & ATMTC ACADEMY

- Assist Communications Director to create and execute communications and marketing plans for Production and Academy programs to maximize attendance and revenue;
- Develop and implement strategy to optimize digital marketing tools, including ATMTC website, e-marketing communications and social media platforms (e.g. Facebook, Instagram, YouTube, & Twitter);
- Facilitate communication and marketing needs for Development to ensure brand and message consistency;
- Assist with design, production, and dissemination of all organizational print materials including direct mail pieces, postcards, posters, and programs;
- Responsible for assisting with media relations, coordinating with reviewers, journalists, bloggers, and other special guests to ATMTC;

Social Media

- Work with Communications Director on the individual strategy for social media platforms including YouTube, Instagram, Facebook, LinkedIn, and TikTok.
- Manage and create appropriate content for the Adventure Theatre MTC and Academy Instagram, Facebook, and new Tik Tok accounts;
- Assist Communications Director, Production, and Academy teams to photograph various events, i.e. First Day of Rehearsal, Academy Sharing Days, etc to share on social media.

Qualifications

- Entrepreneurial and enthusiastic attitude, as well as a love of theater (especially Theatre for Young Audiences), a must;
- Demonstrate clear understanding of the Adventure Theatre MTC verbal and visual brand;
- Superior written, verbal, and graphic design skills;
- Experience with Adobe Creative Suite, MS Office Suite, email marketing platforms (Wordfly), ticketing database systems and website maintenance (Tessitura & HTML strongly preferred), and graphic design (Canva);
- Demonstrated ability to effectively prioritize many demands and work to deadline;
- Strong analytical and organizational skills as well as superlative attention to detail;
- Bachelor's degree required, marketing or related field preferred.

Where the qualifications are described in terms of formal education or training, prior experience in a relevant field, as determined by the theatre, may be substituted.

Salary is commensurate with experience. Adventure Theatre MTC offers benefits including paid time off and fully paid health and dental. ATMTC further offers a passionate, fast-paced, collegial and supportive environment conducive to professional growth.



Adventure Theatre MTC is an Equal Opportunity Employer. ATMTC's decisions regarding employment, promotion, compensation and disciplinary measures are based on valid requirements for the job and are otherwise made without regard to race, color, religion, sex, national origin, age, mental or physical disability, covered veteran status, marital status, or sexual orientation. All personnel actions including recruiting, selection and placement, training, benefits, layoffs, suspensions, and terminations are applicable to all persons on a non-discriminating basis.

To apply, please send a cover letter and resume to apply@adventuretheatre-mtc.org. Persons from diverse backgrounds are strongly encouraged to apply.