



Advancement Data Coordinator

Organization Summary

The Unusual Suspects Theatre Company's (*USTC*) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed; and to be heard, valued and respected. We strive to be a bridge that helps youth make positive life choices.

Founded in the wake of the 1992 LA Uprising, *USTC* has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County youth and their communities. Our free, theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

USTC is currently pursuing transformative action steps aimed to center our communities in all aspects of our work and bring Diversity, Equity, Inclusion, and Access (DEIA) to the forefront of our operations and programs. For more information, visit: <https://theunusualsuspects.org/>

Job Summary

The Advancement Data Coordinator is a full-time position responsible for aiding the Advancement Department with development duties in order to keep USTC submissions and fundraising on track. Reporting to the Manager of Institutional Giving and working closely with the Advancement Team, the ideal candidate will help coordinate all aspects of data and project management for the department including data entry, reporting and analysis; calendar maintenance, prospecting of funding opportunities, and additional research. They will also have administrative duties to help generate and record funds from private/public institutions and individuals to support and sustain USTC programs and services. The Advancement Data Coordinator will be an integral part of the Advancement Department and should be organized, have an excellent attention to detail, an unmistakable work ethic, and strong writing skills.

Duties and Responsibilities:

- Manage Little Green Light (LGL) donor database to track gifts from individuals and corporations, as well as relevant foundation and government grant information and deadlines for Institutional Giving
- Lead in the selection and implementation of a project management tool (i.e., Trello, Asana, etc.) to manage key deadlines, meetings, and interdepartmental communication
- Compose and track acknowledgements for foundation and individual donors.

- Work with the Advancement and Programs Team to record, gather, and analyze survey data, statistics, demographic data and/or participant testimonials for use in grant proposals, reports, and additional donor material
- Support the Advancement Team in maintaining annual development calendar
- Support the Advancement Team with sourcing and organizing digital content for use in donor outreach, and other development material
- Create revenue reports for Development Committee and Board meetings
- In collaboration with the Advancement Team, manage an individual giving program, including developing a personal portfolio of New to File and Mid-Level donors/prospects
- Help identify, cultivate, recruit, develop, and evaluate fundraising volunteers
- Directly support the Institutional Giving Director
- Assist Advancement Director (AD) in preparing reports for internal stakeholders
- Support AD in development and implementation of an annual Advancement Plan
- Support AD with planning, research, and production of all **USTC** fundraising events
- Planning and executing touch points, including emails, phone calls, videos, and direct mail for active, previous (LYBUNT), and new donors
- In line with current Advancement and Strategic Plan, and in collaboration with AD, research and build strategies for planned giving, corporate giving, and an updated annual case for support

Desirable Skills & Qualifications:

- Bachelor degree (BA, BS, etc.) in related field is preferred
- Exceptionally strong writing and editing skills
- At least 2 years' experience in related field
- Proficient computer skills, especially using Microsoft Office and Google Suite
- Experience with CRMs such as Little Green Light and DonorPerfect strongly preferred.
- Ability to organize and synthesize large amounts of data
- Skilled in analyzing and presenting data in compelling and informative ways
- Ability to analyze financial statements
- Ability to work independently, be flexible, and manage multiple priorities and deadlines
- Work well in a team-oriented environment, with minimal supervision while maintaining harmonious relationships
- Desire to learn about development and the inner-workings of a nonprofit organization
- Detail-oriented with excellent communication, organizational, and interpersonal skills
- Work well with people in various communities, institutional and governmental organizations
- Cultural competency to work with individuals from diverse backgrounds
- Must have reliable form of transportation
- Bi-lingual in English/Spanish a plus
- Candidate is expected to work a standard 40 hours weekly and must be open to a flexible schedule, including some evenings and weekends.

Personal Qualifications:

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of The Unusual Suspects organization.

Physical Requirements & Work Environment:

Must be able to lift 30 pounds. Must be flexible working in a fast paced, non-profit environment.

Experience or interest in theatre and youth arts education is a plus. This position works primarily in the **USTC** administrative office per our hybrid work schedule which offers the option to work remotely on Monday and Friday and work in the office on Tuesday, Wednesday and Thursday.

Salary & Benefits

- Full time, non-exempt position
- \$48,500 - \$50,500, commensurate with experience
- Professional Development stipend of \$750 annually
- Health Benefits stipend of \$520 per month
- Accrued PTO; 3 weeks' vacation per year and paid sick leave
- Additional week off from December 24th through January 1st
- CalSavers - Roth IRA Program
- Cell phone and internet reimbursement

Apply Today!

Send resume, cover letter and one writing sample to jobs@theunusualsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.