

The People's Light & Theatre Company

Manager of Corporate Relations and Special Events

The People's Light & Theatre Company, a non-profit professional theatre located in suburban Malvern, Pennsylvania, seeks a highly motivated and detailed-oriented individual to direct its corporate relations and special events programs. Working with the Director of Development, this individual will identify, cultivate, solicit and steward support for the Theatre's productions (sponsorships) and educational programs (Arts Discovery) and direct all aspects of our two annual fundraising activities of a fall Golf Classic and a spring Auction.

Key Responsibilities

Corporate Relations

- Direct sponsorship appeals to renewing and prospective corporations
- Work with a portfolio of corporate prospects to move them through the solicitation cycle (identification, cultivation, solicitation, stewardship, renewal)
- Compose and distribute corporate solicitation materials and communications such as sponsorship packets, Arts Discovery proposals, etc.
- Direct the stewardship process making sure corporate sponsors and supporters receive the benefits associated with their level of support and are properly acknowledged
- Staff stewardship events

Special Events

- Prepare and follow the special events calendar and monitor special events fundraising objectives
- Work with committees for both the Golf Classic and the Auction and empower members to be engaged in the fund raising and constituency-building objectives of each event
- Work with committee members to secure multiple event sponsorships and attractive items for both silent and live auctions
- Manage all event logistics (i.e., food and beverage, location identification/rental, entertainment, event program, etc.)
- Direct the design and content for event communications and programs

Required Skills

- Excellent interpersonal as well as written and oral communication skills

- Ability to work independently, as part of a 4-member development team and collaboratively across departments
- Ability to manage multiple projects in a goal- and deadline-oriented environment
- Strong computer skills
- High level of proficiency in working with Microsoft Office
- Experience with Tessitura or similar fundraising database desired
- Occasional weekend and evening hours required

Education/Experience:

- Bachelor's degree plus a minimum of four to five years experience working in development and special events

To apply, please submit cover letter, resume, and salary requirements to mullen@peopleslight.org by email, or by mail to: Jennifer A. Mullen, The People's Light & Theatre Company, 39 Conestoga Road, Malvern, PA 19355. No phone calls please.
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