

## Assistant Development Manager

Hendricks Live! – Plainfield, IN (Hybrid)

### **About Hendricks Live!**

Hendricks Live! is a dynamic nonprofit arts and entertainment venue dedicated to creating memorable experiences for Central Indiana's diverse communities. Through performances, events, and community engagement, we bring people together through exceptional art and entertainment.

Located just 30 minutes from Indianapolis in the growing and vibrant town of Plainfield, Hendricks Live! features:

- A 600-seat performance theatre
- A 120-seat flexible event space
- Public art galleries

Our programming includes concerts, theatre, dance, comedy, film, and community events, alongside private rentals such as weddings, corporate events, and fundraisers.

### **The Opportunity**

Hendricks Live! is seeking a highly-organized, relationship-oriented, problem-solver to plan, coordinate and shape fundraising efforts at one of Central Indiana's newest performing arts venues.

As Assistant Development Manager, you will work closely with the Interim Director of Development and the Executive Director to research, cultivate, and steward individual donors and corporate sponsors. You will also supervise development-related administrative functions, ensuring timely gift processing and reporting, while also safeguarding the integrity of fundraising data. This is a unique opportunity for a development professional who is passionate about the arts, community engagement, and building long-term donor relationships in a collaborative nonprofit environment.

### **Why This Role Matters**

This position plays a key role in advancing the organization's mission by supporting donor engagement, annual giving initiatives, sponsorship fulfillment, stewardship activities, and fundraising operations.

## What You'll Do

### **Fundraising and Donor Relations:**

- Assist in managing and growing annual giving programs for individual donors.
- Cultivate and steward donors at all giving levels.
- Support major gift strategy and donor pipeline development.
- Coordinate donor communications, acknowledgments, and stewardship activities.
- Assist with sponsorship outreach and fulfillment for corporate partners.
- Assist with grant writing, tracking, and reporting.
- Help identify prospective donors, sponsors, grant opportunities, and community partnerships.
- Collaborate with Marketing Dept to create development collateral and targeted appeals.

### **Events & Campaign Support**

- Assist in planning and executing fundraising events and donor receptions.
- Coordinate donor-related components of performances, galas, and community events.
- Support capital, annual, or special fundraising campaigns as needed.

### **Database & Development Operations**

- Lead Development Coordinator to ensure accurate donor records and gift tracking within the CRM/database system.
- Generate reports, mailing lists, donor analytics, and campaign tracking information.
- Lead Development Coordinator to process gifts and ensure timely acknowledgments and tax documentation.
- Assist with development budgeting, forecasting, and revenue tracking.

### **Board & Volunteer Engagement**

- Support the Development Committee and Board fundraising initiatives.
- Assist with volunteer coordination related to donor and fundraising activities.
- Prepare materials and reports for board and committee meetings. Assist with development budgeting, forecasting, and revenue tracking.

## **Community Engagement**

- Represent Hendricks Live! at community events and networking opportunities.
- Help strengthen relationships with local businesses, civic organizations, foundations, and community leaders.
- Serve as an ambassador for the organization's mission and programs.

## **What You Bring**

- A passion for arts, entertainment, and community engagement
- A talent for building authentic, long-term relationships
- A commitment to hospitality, making people feel valued and connected
- Emotional intelligence and a skill for listening
- Excellent organizational, communication, and problem-solving skills
- An entrepreneurial spirit and the ability to thrive in a fast-paced environment
- A collaborative mindset and positive, solutions-oriented approach
- Confidence anticipating needs and following through autonomously

## **Qualifications**

- Bachelor's degree or equivalent experience
- 3+ years of nonprofit fundraising, development, relationship management, or related experience.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Experience managing databases/CRM systems.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Demonstrated professionalism, discretion, and relationship-building ability.
- Proficiency in Microsoft 365 ecosystem (Outlook, Teams, etc.)

## **Schedule & Work Environment**

- Full-time (40+ hours/week)
- Occasional evenings, weekends, and holidays based on event schedule
- Hybrid flexibility for administrative work as appropriate and flexible days off.

## **Compensation & Benefits**

- Salary: \$50-55,000 annually

- Health insurance (employer subsidized)
- Dental and vision plans available
- 401(k) plan available
- Paid time off and holidays

## **How to Apply**

To apply, please submit your resume and a brief cover letter outlining your interest in the role to:

[careers@hendrickslive.org](mailto:careers@hendrickslive.org)

Application deadline: Until filled