



Development Assistant (Part-Time)

Hudson Valley Shakespeare (HVS) is a professional non-profit theater company that presents a rotating repertory season of both Shakespeare and more contemporary plays and musicals in an open-air theater from June through September.

The company's spectacular 98-acre campus serves as a vibrant hub for the local community, a cultural and educational anchor for the region, and a national model for environmental sustainability in the performing arts. In the summer of 2026 HVS will welcome audiences to its first-ever permanent home – the Samuel H. Scripps Theater Center, designed by the celebrated architecture firm Studio Gang, and slated to be the first purpose-built LEED Platinum theater in the United States.

HVS seeks a part-time Development Assistant to provide support to a dynamic and growing fundraising program, and excellent service to our engaged donor community. The ideal candidate is professional, adept at multi-tasking, detail-oriented and efficient. The Development Assistant provides critical administrative support for individual giving and membership, institutional grants and sponsorships, and special events. This role reports to the Director of Development and additionally provides administrative support to a part-time Donor Programs Specialist. The Development Assistant supports day-to-day workflow, with responsibilities related to donor and member stewardship and has a primary role of gift processing and acknowledgment for both operating support and the [ROOTED Campaign](#).

This is an excellent opportunity for someone at the start of their career who's eager to gain experience across all areas of nonprofit fundraising and donor engagement, including a capital campaign.

You'll provide essential administrative and bandwidth support to the Development team, helping us deliver exceptional stewardship to our donor community and ensuring the smooth operation of our fundraising efforts. You'll work closely with the Director of Development and have regular exposure to the organization's leadership and board.

This is a growth-focused role ideal for someone who is organized, resourceful, curious, and ready to contribute to a mission-driven arts organization at a pivotal moment in its history.

Duties Include

- Promptly process donations received with accuracy in Spektrix, for both operating support and the ROOTED Capital Campaign.
- Process concierge ticketing requests from donors and board members with warmth, precision, and professionalism.
- Promptly prepare and send correct donor tax receipts / acknowledgment letters, for both operating and capital gifts.

- Process memberships and prepare renewal solicitations in a timely manner.
- Track and fulfill donor and member benefits, year-round.
- Provide general administrative support: maintain calendars, digital and paper filing and recordkeeping, interdepartmental requests, etc., for the Development department.
- Support donor communications and the development of stewardship and reporting materials
- Conduct donor prospect research and organize actionable insights
- Track our progress toward capital campaign fundraising goals and report regularly to Development and Executive leadership.
- Coordinate regular mailings and logistics for donor communications and benefits fulfillment
- Regularly maintain up-to-date detailed and accurate donor records in Spektrix and other record-keeping systems
- Coordinate and collaborate effectively with Box Office, Front of House, and other related staff on donor ticketing and hospitality needs
- Assist in managing department vendor relationships and department expense tracking
- Maintain and manage integrity of donor information and transactional data across all HVS platforms: Spektrix, Crowd Engage, Stripe, Toast, and other services as required.
- Prepare and circulate agendas and minutes for Development Committee meetings with HVS Board (4-6 per year, some weekends)
- Provide administrative and setup support for HVS Board meetings (quarterly, some weekends)
- Assist in the planning and operational execution of HVS donor cultivation, stewardship, and fundraising events.
- Performs other related duties as assigned by the Director of Development, or Executive leadership

Qualifications and Experience

The successful candidate will be detail-oriented with the ability to manage multiple projects from inception through execution. Applicants should possess excellent organizational skills and be comfortable working in a fast-paced, high-touch customer service environment. Training will be offered in HVS's ticketing and fundraising database, Spektrix.

A bachelor's degree or equivalent work experience is required for the position. Proficiency in Microsoft Office and Adobe Suite is essential. Strong candidates will have excellent communication skills (verbal and writing); enthusiasm for organizing, disseminating, and synthesizing information, facility for understanding organizational systems, professional interpersonal skills, and ability to manage multiple projects simultaneously. Knowledge of theater, the Hudson Valley region, and cultural philanthropy is preferred.

Personal Characteristics

An effective Development Assistant will:

- Be a highly motivated self-starter and quick learner
- Have strong interpersonal skills to effectively communicate with donors
- Demonstrate a consistently high level of warm, welcoming, and thoughtful customer service
- Be able to manage multiple special projects and deadlines while being detail oriented

- Be a skillful collaborator and "hands-on" team member
- Punctuality, reliability, and attention to detail are required.

Terms and Compensation

This is a permanent, part-time commitment of 16-20 hours per week starting ASAP. The role requires some weekend and evening availability and is compensated at a rate of \$25.00 per hour. This position is primarily in-person, operating in an office environment as well as a professional outdoor theater. There is potential for up to 20% of weekly working hours to be performed remotely when on-site support is not otherwise required.

To Apply

Please send your resume and a brief letter of interest (PDF format) to jobs@hvshakespeare.org with the subject "[Your Name] – Development Assistant". *No phone calls, please.*

Commitment to Equity

HVS is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) candidates. Candidates from populations underrepresented in the theater/development fields are strongly encouraged to apply.