



Rehearsal for Life Development & Operations Associate FY25 Job Description

Job Title: Development & Operations Associate
Reports To: Executive Director
Position status: Regular part-time, nonexempt
Salary Range: Starting at \$35/hour

POSITION OVERVIEW

The Development & Operations Associate serves as a key member of our team, partnering directly with the Executive Director and leadership to drive organizational excellence. This role combines strategic database management with hands-on operational support across multiple business functions. The Associate streamlines our administrative processes, manages donor and customer relationships through our CRM system, and strengthens our program delivery through operational support. Critical responsibilities span finance, human resources, accounting, and development initiatives – all while advancing our organization's core mission and values.

This hybrid position allows for both in-office (co-working space in Jamaica Plain) and home office work; however, the Development & Development Associate is expected to be in-person at the co-working space for 1-2 meetings per week.

PRIMARY RESPONSIBILITIES

Development & Fundraising

- Database maintenance and reporting (RFL uses NEON CRM)
 - Enter all donor information into the donor database in a timely and accurate fashion.
 - Generate reports and updates as needed or as assigned.
 - Implement communications with CRM (fundraising letters, donor thank yous, etc)

- Support strategies and activities to ensure proper acknowledgment, recognition, and stewardship of donors.
- Help Executive Director and Development Consultant with mailings, communications, and analysis
- Assist with fundraising events as needed, such as:
 - Manage and coordinate small development events including, but not limited to, house parties, peer to peer fundraisers, and young professionals' events
 - Investigate venues, oversee logistics including contracts and deposits, ordering catering, liaise with event staff, etc
- Maintain and manage RFL google calendar
- Process gifts and acknowledgment letters for donations
- Implement and manage social media plan

Administrative Operations

- Check mail at PO Box in Jamaica Plain
- Maintain accurate records and files—both electronic and paper— and provide for the integrity of records through timely back-ups, offsite storage, regulated passwords, secured files, etc.
- In coordination with the Accountant, engage in diverse bookkeeping tasks, including processing bank deposits, reconciling monthly receipts and help with audit preparation.
- Initiate new-hire paperwork (including CORIs, SORIs), benefit enrollment and administration, personnel records, etc.
- Oversee the purchasing of office supplies, program materials, postage, etc.
- Monitor Rehearsal for Life's primary email address and forward or respond to communications in a timely manner

Program Operations

- Oversee the timely and accurate processing of new and returning Freelance Players student enrollments through RFL's database
- Manage rental site contracts, payments and provide Certificates of Insurance (COIs) to rental sites
- Assisting with booking Urban Improv assemblies by coordinating completion of performance agreements and sending, following up on invoices

Perform other duties as directed or as needed.

WORK EXPECTATIONS

- All Rehearsal for Life employees are expected to be:
 - On time and ready for work at the beginning of their workday;
 - Careful and conscientious in the performance of their work;
 - Respectful and considerate of others; and

- Courteous and helpful when dealing with other staff members and with youth, supporters, and the general public

You might be right for this position if you have the following:

- Working knowledge of Google Drive (including Docs, Sheets & Slides) and customer relationship management software or a strong technical aptitude with proven track record of quickly mastering new software platforms and digital tools
- Deep appreciation for the organization's mission for creative youth programming
- Self-starter who has the ability to work both independently as well as in a team environment.
- Ability to successfully manage and execute multiple projects at one time.
- Extreme attention to detail and a passion for accuracy
- Natural curiosity and enthusiasm for learning new systems, tools and best practices

TO APPLY:

Please send cover letter and resume to:

jobs@rehearsalforlife.org

Please include in the subject line: Your Name - Development & Operations Associate

ORGANIZATION OVERVIEW

Rehearsal for Life, Inc. is an organization that is dedicated to fostering creativity and social-emotional growth through the arts. We believe in the transformative power of the performing arts to inspire and empower young people. Our mission is to strengthen young people's social and emotional skills for every stage in life, through dialogue, creativity, and performance. Rehearsal for Life programs include:

Urban Improv Residencies: Serves over 1,100 students from 4th-8th grades who participate in a 9-week interactive program at six BPS partner schools. This program proposes realistic scenes where students are invited to use their minds, bodies, and creativity to resolve conflict and explore solutions to real-life, high-stakes situations.

Youth Unscripted: An after-school program for Boston high school students develops leaders focused on instrumental, vocal or dance performance. Students learn artistic skills and then conceive & plan an original, culminating showcase in their community.

Assemblies: Our interactive assemblies jumpstart important dialogue on challenging topics at schools and community groups.

Freelance Players: A transformational musical theater program rooted in emotional growth, the creative process and the cultivation of a meaningful and empowered youth community. Dedicated to artistic spirit and self expression, it is our goal to create a space where students feel celebrated for who they are and gain the awareness, confidence and skills to create positive social change.