



DEVELOPMENT & ADMINISTRATIVE ASSISTANT

Full-Time, Year-Round | On-Site | Dennis, Massachusetts

ABOUT THE CAPE COD CENTER FOR THE ARTS-CAPE PLAYHOUSE

Founded in 1927, the Cape Playhouse is one of America's most storied professional summer theatres and will celebrate its Centennial in 2027. From its historic Cape Cod campus, the Playhouse presents professional theatre, concerts, education programs, and special events for tens of thousands of patrons each year. As we approach this extraordinary milestone and look toward our next century, the Playhouse is entering an exciting period of growth, expanded programming, and renewed investment in its artistic and institutional future.

THE OPPORTUNITY

The Cape Playhouse is seeking a highly organized, detail-oriented **Development & Administrative Assistant** to join our year-round team. Reporting jointly to the Executive Director and Development Director, this position plays an important role in supporting development operations, donor communications and records, executive administration, and the Cape Playhouse Theatre School.

This is an excellent opportunity for an early-career professional interested in nonprofit arts administration, development, or organizational management to gain broad, hands-on experience within a dynamic professional theatre. The successful candidate will be exceptionally organized, comfortable working with data and technology, attentive to detail, and able to manage multiple priorities with discretion and follow-through.

KEY RESPONSIBILITIES

Development Support

- Maintain accurate and timely donor, gift, and constituent records in Tessitura, the Cape Playhouse's CRM, including data entry and bulk uploads.
- Maintain the organization's centralized gift tracker, ensuring gifts are accurately recorded and reconciled with CRM records.
- Maintain accurate donor mailing and contact information and process address updates to support timely donor communications.
- Enter and maintain donor research, prospect information, and confidential constituent records in the organization's donor research systems.
- Prepare weekly donor acknowledgment materials, including personalized tax acknowledgment letters, for review by the Development Director, and maintain appropriate electronic records.
- Assist with the preparation, generation, and proofreading of targeted mailing lists for fundraising and communications initiatives, including the Annual Fund and annual Summer Gala.



- Prepare and organize donor and giving-history reports to support fundraising, stewardship, prospect management, and organizational reporting.
- Assist with gift processing, including checks and cash, and prepare development income for deposit by the Finance Director.
- Provide administrative, research, data-management, and project support to the Development Director and Development team as needed.

Executive & Administrative Support

- Provide day-to-day administrative support to the Executive Director and Development Director.
- Maintain accurate and organized digital files, records, and shared folders in Google Shared Drives.
- Assist with correspondence, document preparation, scheduling, special projects, and other administrative needs.
- Handle donor, organizational, and personnel information with appropriate discretion and confidentiality.
- Support data management, recordkeeping, and other administrative projects as assigned.

Theatre School Support

- Coordinate administrative aspects of the Cape Playhouse Theatre School, the Playhouse's summer education program.
- Assist with online registration and tuition transactions.
- Serve as an administrative resource for Theatre School families and Education Directors.
- Provide on-site assistance to Education Directors during children's performance days and other Theatre School activities as needed.

QUALIFICATIONS & SKILLS

The ideal candidate will bring:

- Exceptional organizational skills and strong attention to detail.
- Excellent time-management skills and demonstrated ability to follow projects through to completion.
- Strong data-entry skills and a high degree of comfort working with spreadsheets, databases, and digital systems.
- Familiarity with CRM, donor-management, customer-management, or comparable database systems; experience with Tessitura is a plus but not required.
- Strong written communication and proofreading skills.
- Ability to manage multiple priorities efficiently while maintaining accuracy.
- Sound judgment and the ability to handle confidential information with discretion.
- A proactive, dependable approach and willingness to take ownership of assigned responsibilities.



- Ability to work both independently and collaboratively in a fast-paced, collegial environment.
- An interest in the performing arts, nonprofit organizations, fundraising, or arts administration is welcomed.

POSITION DETAILS

Reports to: Executive Director and Development Director

Job Type: Full-time, year-round, exempt

Location: On-site in Dennis, Massachusetts

Compensation: Competitive

Benefits: Partial employer-paid medical, dental, and vision insurance, complimentary theatre tickets

Housing: Housing is not provided

Application Deadline: Monday, September 28, 2026

HOW TO APPLY

Please submit a **cover letter and résumé highlighting relevant experience and accomplishments** by **Monday, September 28, 2026**, to **Laura Reilly** at laura@capeplayhouse.com.

EQUAL OPPORTUNITY EMPLOYMENT

Cape Cod Center for the Arts, Inc., d/b/a The Cape Playhouse, is an equal opportunity employer. We value and celebrate diversity in all forms and are committed to providing an environment free from discrimination. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by applicable law.