

**Position:** Development Coordinator

**Status & Location:** Full time, exempt; Detroit, MI

**Reporting Relationships:** This position reports to the Deputy Director and works closely with the Executive & Artistic Director to assure attainment of organizational and individual goals.

**Compensation:** \$45,000-50,000 Benefits include generous paid time off and health insurance

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### **ABOUT MOSAIC YOUTH THEATRE OF DETROIT**

Mosaic creates pathways to equity and opportunity through arts experiences that engage, transform and inspire youth and communities. With arts as the motivating catalyst Mosaic develops and inspires the behaviors and critical life and learning skills youth need to have successful, empowered lives through adulthood.

### **Our Values:**

#### **Strive for Excellence**

Only the best, nothing less. We are committed to pursuing excellence in our programs, business operations, and partnerships. We are dedicated to investing the time and resources necessary to achieve excellence in all that we do.

#### **Dream Boldly**

We hold ourselves accountable to courageously pursue creativity, resourcefulness, and imagination in and out of the office. We embrace innovative, audacious ideas that work towards accomplishing our mission.

#### **Build Community**

We believe that the uniqueness of each individual contributes to the strength and beauty of the whole. We are committed to upholding safe spaces that prioritize honesty, trust, respect, and integrity and honors diverse perspectives, lived experience, and expertise to enhance the communities we serve and those we are a part of creating.

#### **Embrace Joy**

We choose to embrace joy as we pursue our mission and work to spread joy to others as we connect, collaborate, create and incite positive change in our community.

### **Position Description:**

An exceptional creative youth development experience comes from more than well-maintained spaces and great programming; —it requires strategic coordination, compelling communications, and effective systems. This role offers an exciting opportunity to drive fundraising, donor stewardship, and engagement, strengthening the organization's impact and growth

The Development Coordinator supports Mosaic's fundraising and donor engagement efforts by managing campaigns, events, and administrative processes. This role strengthens donor relationships through timely stewardship, compelling communications, and accurate data management, helping to drive sustainable growth and support for the organization's mission.

### **Essential Duties:**

- Implement successful fundraising campaigns and development events, as directed by the Executive & Artistic Director and in partnership with other staff and/or volunteers, ensuring smooth execution and follow through.
- Maintain accurate donor, grant and partner records in the database to support reporting and strategy.
- Strengthen storytelling and impact communications, including donor acknowledgment letters, impact statements, and annual reports.

- Administer grant research, writing, submission and reporting in partnership with the leadership team.
- Enhance donor retention and stewardship through timely follow-up, engagement, and relationship-building in partnership with the Executive & Artistic Director.
- Optimize development administrative processes to ensure efficient operations and smooth execution of development activities.
- Collaborate with internal teams to support development and fundraising initiatives and events.
- Anticipate needs and take initiative to move projects forward, easing workload from leadership and keeping development activities on track
- Track and report on development metrics and outcomes to inform strategy and decision-making
- Attend evening and weekend events and performances regularly and actively engage with donors, partners, audience members, alumni, young artists and other stakeholders as a member of the team.

#### Additional Responsibilities

- Provide perspective and opinion on department and organization initiatives and processes
- May interact with related entities or third-party contractors
- Performing additional tasks as required to meet business needs

#### Qualifications

- Minimum 2 years of professional experience in fundraising, donor relations, event coordination, or development operations.
- Highly organized, proactive, and solutions-oriented — able to anticipate needs, take initiative, and move projects forward with minimal oversight.
- Strong attention to detail, integrity, and ethical standards; skilled at handling confidential donor information with discretion.
- Excellent written and verbal communication skills, with experience in storytelling, impact reporting, and donor communications.
- Proficient in data entry and management; experience with fundraising platforms, ticketing systems, or CRMs preferred.
- Strong interpersonal and relationship-building skills; able to engage effectively with diverse stakeholders.
- Demonstrates high emotional intelligence, professionalism, and collaborative problem-solving.
- Skilled at balancing multiple priorities and deadlines with creativity, transparency, and a team-first mindset.
- Must provide reliable transportation to and from work assignments.

#### How is success measured?

Success is measured by effective fundraising campaigns, accurate donor records, compelling communications, strong donor retention, and efficient development processes that drive organizational growth and impact.

#### Physical demands/work environment

- Some travel required.
- Some evening and weekend hours required.
- Some heavy lifting and moving of supplies

**To apply:** Send a cover letter and resume to [hr@mosaicdetroit.org](mailto:hr@mosaicdetroit.org)

*Mosaic Youth Theatre of Detroit is an equal opportunity employer. We are committed to upholding safe spaces that honor diverse perspectives, lived experience and expertise to enhance the communities we serve and those we are a part of creating. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*