

## JOB DESCRIPTION

**POSTION: DEVELOPMENT DIRECTOR**

**REPORTS TO: GENERAL MANAGER**

**STATUS: FULL-TIME, EXEMPT**

**Accountability:** The Development Director is accountable to the General Manager for setting and achieving contributed income goals in corporate, foundation, government and individual-giving based on organizational priorities as laid out by PAD and Board of Directors.

**Role Within the Organization:** The Development Director works with and stewards the resources of StageOne staff, artists, volunteers and community partners to nurture the Mission and Core Values of the Organization.

**Responsibilities:** The Development Director oversees the operations of the Development Department for StageOne Family Theatre's season, designing, implementing and reporting on fundraising and engagement strategies. They work closely with the board of directors to support the organization's work in service of children and families each year by:

- Developing and implementing overall efforts to meet the annual development goal
- Creating and implementing fundraising plans and strategies, including short and long-range goals
- Creating, developing and overseeing implementation of fundraising special events
- Cultivating and nurturing relationships with current and potential corporate and foundation sponsors and individual donors
- Identifying and, in coordination with the Producing Artistic Director, soliciting gifts and sponsorships from key donors
- Writing grant proposals and reporting on grants to corporate, foundation and government funders
- Developing and managing the board of directors fundraising efforts
- Maintaining an organized and accurate donor database and record management system that can generate board reports and fulfill information from requests for the General Manager and Producing Artistic Director.
- Managing donor relations to ensure donor benefits are provided and radical hospitality is extended
- Managing the accurate editing of legal language and logo placement for corporate sponsors on all marketing materials by written communication

- Representing StageOne at community events and through participation in select organizations
- Assisting in the recruitment of new board members and volunteers that provide expertise and time as well as passion for StageOne's mission
- Working closely with the General Manager and Producing Artistic Director to produce appropriate written acknowledgement of gifts in marketing materials and curtain speeches
- Collaborating on marketing materials and campaigns
- Managing a Development team, including seasonal interns, a Board Development committee and with the General Manager, a part-time Community Engagement Associate
- Providing radical hospitality in community engagement at all times
- Maintaining a welcoming, respectful and fun environment that fosters diversity at all times
- Other duties as assigned

**Requirements:**

- 4-years+ of experience in successful direct-solicitation roles for a nonprofit organization
- Experience working with a diverse group of stakeholders
- Experience with complex donor/patron management software systems (e.g. Tessitura, Raiser's Edge, or similar database software)
- Strong independent work skills and organizational abilities
- Ability to handle and prioritize numerous simultaneous priorities
- Strong people skills, particularly an affinity for team-building and collaboration
- Availability to attend events and work some evenings and weekends as required
- Positive outlook and growth mindset
- Commitment to Equity, Diversity and Inclusion

StageOne Family Theatre is committed to attracting, hiring and retaining employees who reflect the cultural diversity of its community. The Theatre maintains that every employee has the right to work in a respectful environment that is free from discrimination, consistent with the organization's commitment to diversity, equity, inclusion and respect. This commitment extends to all aspects of the employment relationship.