



<b>TITLE:</b> Director of Development	<b>COMPENSATION:</b> \$48,000 - \$52,000
<b>DEPARTMENT:</b> Development	<b>HIRE DATE:</b>
<b>REPORTS TO:</b> Managing Director	<b>DIRECT REPORTS:</b> Grant Writer

SUMMARY DESCRIPTION:

The Director of Development at Magik Theatre plays a critical role in ensuring the financial sustainability and growth of our organization, which is dedicated to providing exceptional theatre experiences for young audiences. The Director of Development will lead and implement a comprehensive fundraising strategy, building relationships with individual donors, foundations, corporations, and government agencies to secure the necessary resources to advance the mission of the theatre. The Development Director is responsible for planning and implementing all fundraising programs, including annual campaigns; individual giving; major gifts; special events; sponsorships; foundation, corporate, and government grants; planned giving; contributor cultivation and all other aspects of fundraising to advance the mission of the organization. The ideal candidate will have an exceptional respect and appreciation for young people, their families, and their educators. Additionally, candidates should be critical thinkers with the ability to problem solve, can self-direct, are eager to grow, have the ability to positively contribute to an anti-supremacist and inclusive workplace, and are enthusiastic about being a part of an organization that is in the process of reimagining how it can best serve its community.

RESPONSIBILITIES:

- **Fundraising Strategy and Execution**

Develop and implement a strategic fundraising plan to meet the annual and long-term financial goals of the theatre. A major focus of this role will be to identify, cultivate, and solicit major gifts from individuals, an area of opportunity for the organization. This role will work closely with the Managing Director to identify, cultivate, and solicit major gifts from foundations, corporations, and government agencies. Lead the planning and execution of fundraising events, including annual galas, donor receptions, and special campaigns. Work closely with the Managing Director and Board of Directors to identify and engage new prospects.

- **Donor Relations and Stewardship**

Build and maintain strong relationships with current and prospective donors. Oversee the development and execution of a robust donor recognition and stewardship program. Create and deliver compelling proposals, presentations, and reports that communicate the impact of donor support.

- **Board Engagement**

Partner with the Board of Directors to enhance their fundraising capabilities. Provide staff support to the Development and/or Event Committee of the Board, including scheduling meetings, preparing agendas, and documenting action items. Engage Board members in the identification, cultivation, and solicitation of major donors.

- **Marketing and Communications**

Collaborate with the marketing team to develop and execute strategies that enhance the theatre's visibility and donor engagement. Ensure consistent messaging and branding across all fundraising communications, including annual reports, newsletters, and social media. Develop and implement a communications plan that supports fundraising efforts and builds the theatre's profile in the community.

- **Budgeting and Financial Management**

Develop and manage the annual development budget. Monitor progress against fundraising goals and provide regular reports to the Managing Director and Board of Directors. Ensure accurate record-keeping and reporting of all donations and grants.

#### REQUIRED EDUCATION, EXPERIENCE, & SKILLS

- Have a bachelor's degree and/or a minimum of three years experience with a nonprofit or for-profit organization in a management/leadership role
- Have a knowledge of fundraising software and CRM systems, specifically Salesforce
- Have an understanding of the theatre as a whole and how each part connects with and affects the other
- Demonstrate experience and capacity to lead, manage, motivate, and collaborate with staff, artists, Board, and volunteers
- Have the ability to successfully develop and implement long-term strategic and annual tactical plans
- Be a highly motivated self-starter with strong computer skills
- Exhibit stamina and a strong work ethic, as well as the flexibility to deal with unpredictable pressures and a variable flow of work activity with a small administrative staff
- Proficiency in using technology and software for event management and communication purposes
- Demonstrate ability to build partnerships with internal and external stakeholders

- Experience in recruiting, training, and managing volunteers
- Possesses flexibility to work in a fast-paced, creative and dynamic environment. Understanding that some meetings and events will be held outside of traditional business hours.

PHYSICAL & MENTAL REQUIREMENTS:

- Ability to lift up to 25 pounds
- Ability to sit for extended periods
- Ability to stand for extended periods
- Ability to use fine motor skills to operate equipment and/or machinery
- Ability to receive and comprehend instructions verbally and/or in writing
- Ability to use logical reasoning for simple and complex problem-solving