



DEVELOPMENT MANAGER

Passionate about the arts in our community? Looking to make a change ... and a difference? We're looking for someone like you. Our Development Manager is a brand new position, created to help us substantially grow the New Hazlett Theater's budget.

Reporting directly to the Executive Director, the Development Manager will work in partnership with the Executive Director and CFO to create and implement the overall development strategy in support of the organization's vision and goals. This newly created position will support The New Hazlett Theater's expansion of foundation and government support, corporate sponsorship, and individual giving. The Development Manager is responsible for implementing all aspects of a comprehensive fundraising program including researching new foundation prospects; grant writing and reporting; individual donor research, cultivation, solicitation, and tracking; corporate sponsorship; engaging elected officials; and administrative duties that support these efforts.

Essential Duties & Responsibilities:

- Lead the creation of an annual development plan, collaborating with staff for input on foundation, government, corporate and event-related fundraising goals
- Research new local and national foundation and government grant opportunities
- Develop a corporate sponsorship program
- Build and maintain relationships with elected officials at all levels of government
- Grow individual giving by nurturing and developing donor relationships. Identify individual fundraising goals and evaluate results, including, but not limited to: targets for new prospects, number of prospects at various stages of cultivation, and dollars raised
- Oversee database and gift entry process including preparation of acknowledgement letters for signature and mailing on a weekly basis
- Staff and provide support for the Board External Relations Committee. Support individual Board Members in their individual fundraising commitments
- Develop written materials in support of cultivation and solicitation activities, including proposals, letters and presentations for donors, briefing materials and reports
- Lead the planning and execution of special events
- Support the Executive Director in the implementation of the strategic and capitalization plans
- Coordinate messaging with the Marketing & Communication Manager and the Program & Events Sales Manager to leverage relationships in support of programming, outreach and fundraising goals
- Perform other organizational work as assigned by the Executive Director

Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about the arts and believe that you have the skills to contribute to the growth of the New Hazlett, we want to hear from you.

Job Requirements

Educational Requirements:

- Minimum Education: Bachelor's degree in Arts Administration, Nonprofit Management, Communications, English, Professional Writing or similar

Experience:

Minimum Experience:

- 4-6 years of professional development experience

Preferred Experience:

- 7+ years development experience
- Arts related development experience
- Knowledge of performing arts procedures and practices

Knowledge, Skills & Abilities

- Proven track record of securing foundation and government grants, corporate sponsorships, and individual gifts
- Customer orientation and ability to relate to all levels of donors and members with professionalism to build relationships
- Clear, fluid, and informative writing; ability to vary writing style to meet needs
- Ability to present numerical data effectively
- Extensive knowledge of development principals, fundraising techniques and ethics
- Experience in running or being a part of a successful annual appeal process
- Strong organizational and time management skills with the ability to multitask, reprioritize, and work independently
- Strategic thinker with the ability to manage tactical implementation
- Comfortable with technology-based fundraising solutions and gift processing
- Highly motivated and calm under pressure
- Strong interpersonal and collaborative skills
- Appreciation for performing arts; fun, creative with a sense of humor

Travel Requirements: Access to reliable transportation for local and regional meetings

Physical, mental demands and working conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The New Hazlett will provide reasonable accommodation for qualified individuals with disabilities to perform these essential functions.

- An employee in this position works in an office environment. Office equipment will be operated as part of this job.
- The position frequently requires the employee to communicate well with others both inside and outside the theater (e.g., in person, via telephone, via email).
- The employee must be able to understand, interpret and analyze data, solve problems, concentrate, research, use available technological resources and systems (e.g. computer programs), multi-task, prioritize, and meet multiple individuals to complete essential tasks.
- An employee in this position is required to move throughout the workplace, sit, possess gross motor skills, use hands to write and/or type, reach with hands and arms, communicate effectively, and see, talk and hear.

Working Hours: Flexible schedule; requires one evening or weekend theater shift each week. Attendance at meetings and special events, including evenings and weekends, is expected on occasion.

Number of Direct Reports: Not Applicable

The New Hazlett Theater is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Employment is contingent upon your successful completion of a professional, educational and criminal background check. At the time of employment, you must also present documentation indicating that you are legally authorized to work in the United States.

Compensation: This is a full time salaried position. Salary range is \$48,000-\$58,000 dependent upon experience. Additional benefits include a comprehensive benefit plan offering health, dental and vision insurance, disability insurance, life insurance, and paid time off.

TO APPLY: Send resume with cover letter and at least one development-related writing sample to René Conrad via email at rconrad@newhazletttheater.org

Applications will be accepted through May 3.

No phone calls please. No relocation expenses provided.