



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 will help us substantially grow the New Hazlett Theater's budget. The Development Manager is responsible for researching new foundation prospects, grant writing, funder reports, corporate sponsorships, and individual donor research, cultivation, and tracking.

New Hazlett employees must embrace the theater's mission and its goal to respect and present diverse artists and ideas. We are committed to eliminating bias with regard to race, sex, gender expression, sexual orientation, ability, heritage, culture, religion and tradition, both on stage and off. Our staff must work to further this commitment, and will help interrupt behaviors that impede our DEAI 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 to meet annual goals
- Research new local and national foundation and government grant opportunities
- Develop a corporate sponsorship program
- Collaborate with the Executive Director to 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 applicable board committees. Support 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
- With support from the Marketing Manager and the Program & Events Manager coordinate messaging in support of programming, outreach and fundraising goals
- Perform other organizational work as assigned by the Executive Director

Our job descriptions are general overviews. If you feel passionate about the arts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you.

JOB REQUIREMENTS

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 individual gifts, foundation grants and corporate sponsorships
- 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

NOTE: Full Covid-19 vaccination is required, barring a legal exemption

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.

- 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, and research, use available technological resources and systems (e.g. computer programs), multi-task, prioritize, and coordinate with multiple individuals to complete essential tasks.
- An employee in this position is required to move throughout the workplace, to write and/or type and communicate effectively.

Working Hours: Flexible schedule; attendance at meetings and special events, including evenings and weekends, is expected on occasion.

Number of Direct Reports: Not applicable

Compensation: Compensation for this full-time, exempt position is \$52,000-\$58,000 plus a comprehensive benefit plan offering health, dental and vision insurance, disability insurance, life insurance, and paid time off.

The New Hazlett Theater is proud to be an Equal Opportunity Employer, and we encourage people from underrepresented backgrounds to apply. We do not discriminate on the basis of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation,

age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable.

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.

TO APPLY: Send resume with cover letter to rconrad@newhazletttheater.org. Shortlisted candidates may be asked to provide writing samples and references. No phone calls please.