

## **Director of Development Job Description**

The Development Director (DD) of Adventure Theatre MTC (ATMTC) is responsible for designing, implementing and managing all fundraising activities including annual giving, endowment and capital campaigns, special projects, and other related solicitations.

The DD reports to the Managing Director (MD).

### **The broad responsibilities and duties of the DD include:**

- Managing all strategies and activities for donor cultivation, solicitation, and relations;
- Maintaining contact with and writes grant proposals for foundations, corporations, and government grants;
- Researching and contacting new or potential corporate, foundation, government and individual donors;
- Supervising development staff and independent contractors;
- Being primary staff liaison for the Development Committee and ad hoc fundraising committees;
- Assuming responsibility for all development reports to the Board and other agencies;
- Working with the Development Committee, the Nominating Committee and the PAD to identify new board prospects;
- Creating office systems to support all Development projects and operations;
- Managing donor, gift record-keeping and grant reporting;
- Managing the pledge reminder and acknowledgement programs;
- Attending community events related to donor cultivation;
- Participating in outreach activities and performances outside regular business hours; and,
- Being available to assist in any other capacity as assigned.

### **Qualifications:**

- Bachelor's Degree (required) or Master's Degree (preferred);
- Five (5) years of experience in development;
- Experience developing and maintaining productive working relationships with board members, donors, and community members;
- Knowledge of ticketing/registration/donor/event software;
- Experience in a customer service/hospitality;
- An understanding of budgeting principles;
- A background in arts administration;
- Excellent verbal, written, organizational and interpersonal skills;
- Ability to work in a team environment;
- Ability to work on a variety of projects simultaneously is essential; and,
- Demonstrated attention to detail required.