



*Exploring the human experience through
inspired theatre and innovative artistry.*

DEVELOPMENT DIRECTOR

THUNDER RIVER THEATRE COMPANY

Thunder River Theatre Company has produced theatre, cultural events and educational offerings throughout the Roaring Fork Valley for 24 years. Programming includes an award-winning theatre season, professional cabaret series, comedy improv, theatre for young audiences, youth and adult theatre classes, new work development, school and community outreach, and more.

POSITION SUMMARY

The Director of Development provides leadership in all aspects of fundraising including prospect research, grants, a diverse portfolio of fundraising and capital campaigns, donor communications and stewardship. This position works closely with the Executive Artistic Director (EAD), Managing Director and the Board of Directors to promote the organization's mission and to expand philanthropic support. Responsible for working with EAD to set financial goals for annual development activities. Leads donor stewardship activities including strategic management of donor database, acknowledgment of donor gifts, development and implementation of stewardship and cultivation activities, identification and cultivation of major gift, corporate sponsorship, underwriting, and legacy giving prospects. Manages fundraising and prospecting events and supports community outreach. Develops foundation and corporate grant requests and manages grant reporting requirements. Position the theatre to enter into a potential future capital campaign. The ideal candidate takes initiative, is highly organized and detail-oriented, professional, outgoing and has a proven track record of fundraising success. Passion for theatre is a must.

QUALIFICATIONS

Four years development and/or campaign experience with a minimum of Bachelor's degree required. High-energy, analytical self-starter, able to work well independently and with a group. Exceptional organizational, relationship-building, and communication (written and verbal) skills. Highly ethical, discreet and responsible with confidential matters. Experience in proposal writing (must be able to provide writing samples upon request), event management, and staffing a capital campaign preferred. Flexibility to shift hours with advance notice to work evenings and/or weekends for fundraising events, opening night receptions, and private events. Proficiency in Google Suite and MS Office products, knowledge of donor database management, and internet research experience.

APPLY

Email cover letter, resume, writing sample, and completed Development Experience Survey (see below) to corey@thunderrivetheatre.com. This full-time salaried position reports to the Executive Artistic Director. TRTC offers paid vacation, medical and dental coverage, and salary is competitive and commensurate with experience and qualifications. TRTC is an equal opportunity employer. No calls please.



DEVELOPMENT EXPERIENCE SURVEY

Please check all items below for which you have prior experience.

Strategic Planning and Leadership

- Provide leadership and direction in the effective planning and implementation of all development activities required to fund operations and expansion and to deliver programs within the community.
- Research and analyze agency, corporate, individual and foundation donor base and recommend solicitation strategies.
- Prepare proposals for corporate and foundation support.
- Develop and implement annual fundraising appeal.
- Prepare to work with a consultant on a potential capital campaign.
- Provide support for various fund raising projects/initiatives such as events, endowments, major gifts, planned giving, corporate sponsorship and underwriting campaigns.
- Schedule and manage deadlines for projects and meetings.
- Identify, cultivate, solicit, and steward donors.
- Manage cultivation, membership renewals and management and tracking of benefits.
- Procure donor/sponsor meetings for management and board, manage pre-meeting prep and prospect research, and all necessary follow-up including proposals and multi-year pledge agreements.
- Recruit new volunteers for board Development Committee. Work with committee on development priorities for committee members and oversee committee execution of fundraising initiatives.
- Ensure donor return on investment (ROI) is measured and shared with the administrative team and board as appropriate.
- Lead the planning, strategic design, and coordination of stewardship and cultivation events.
- Prepare reports and briefings for management and board.
- Identify and adhere to best practices in fundraising policies and procedures.
- Ensure the evaluation of development activities and identify opportunities to improve results.
- Evaluate overall results of annual campaign and other fundraising activities and recommend modifications or new approaches to support successful achievement of development goals.

Board Support

- Provide training to the board in participatory fundraising and serve as primary staff liaison to the Development Committee.
- Encourage and support active board participation in the planning and implementation of resource development activities.

Resource Management

- Participate in the development, implementation and monitoring of annual budget, maintaining donor and financial records in accordance with standards.
- Oversee the donor database, grant reporting, appeals, and gift acknowledgments. Create donor tax receipts monthly, oversee all filing and archiving.
- Compile donor listings for production programs.

- _____ Ensure donor information is handled with meticulous attention to privacy.
- _____ Ensure all reports, solicitations, and development and communications materials are accurate.
- _____ Plan, execute and oversee all logistics for fundraising and special events, prospecting and private events. Includes management of invitations, RSVPs, vendors, budget, staff & volunteer coordination, and event execution. Obtain sponsorships and solicitation of gifts for events when applicable.
- _____ Assist in mailings and donor and community outreach.
- _____ Provide donor stewardship, including writing thank you follow up letters, and maintain necessary data regarding theatre donors.

Relationships

- _____ Maintain contact with community and corporate leaders, schools, parents and local residents to seek financial support and provide information regarding theatre activities and needs.
- _____ Ensure a productive working environment, providing staff support to management on fundraising issues. Represent staff at various committee meetings.

Email completed survey, together with cover letter, resume and writing sample to
corey@thunderrivertheatre.com.