

**Title: Development Director**

Summary: 28-32 Hours per Week Salaried

Reports to: Executive Artistic Director

**Job Description:**

GREAT THEATRE is seeking a Development Director to provide leadership, strategic direction, management and coordination for GREAT THEATRE fundraising efforts. The Development Director will work hand-in-hand with the Executive Director and GREAT Theatre Board of Directors to help create and implement fundraising strategies that increase the organization's support from individuals, corporations, foundations, and other sources.

**PRIMARY DUTIES AND RESPONSIBILITIES:****1. Planning and implementing of Development Activities**

- a) Work with the Executive Director and the Board to develop an annual fundraising plan that includes goals and strategies for corporate, foundation, individual, and government sources.
- b) Maintain calendar of proposal and reporting deadlines for current, past and potential funders.
- c) Serve as the key staff support to the Fundraising and Capital Campaign Committees.

**2. Foundation, Corporate and Government Fundraising and Resource Development**

- b) Research funding sources for program and general operating needs.
- c) Write proposals and pursue other strategies as necessary to achieve goals.
- d) Prepare and submit reports to funders with input from appropriate staff and Board committees.
- e) Maintain contact with funders, as needed, and make personal contact with major funders in conjunction with the Executive Director and Board.

**3. Individual Donors**

- a) Work with the Executive Director and Board to develop and implement strategies for major individual gift solicitations.
- b) Plan and implement all cultivation of individual donors.

**4. Community Relations**

- a) Represent GREAT THEATRE as a spokesperson and presenter of our work through community events, donor sponsored events, and other speaking opportunities.

**Required Qualifications and Skills:**

- Working knowledge of and minimum three to five years practical experience with grant writing, major donors, sponsorships, events, direct mail, and development systems and operations.
- Ability to write in a clear and compelling fashion
- An eagerness to work collaboratively as part of a dynamic small management team.
- Experience in strategic planning, ideally with a focus on a long-term growth and program expansion coupled with hands-on implementer
- A college degree preferred

- High energy, positive attitude, enjoys challenging work

**Ideal Traits:**

- A passionate commitment to the GREAT Theatre mission
- Highly entrepreneurial, resourceful and flexible
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic and focused
- Strong relationship building skills which provide the ability to create strategic relationships with our patrons, our community and local business leaders
- A team builder with strong skills in management and leadership
- A catalyst with vision who can create excitement and energy around GREAT Theatre's programs and encourage others to support the organization – persuasive, persistent, and determined in the pursuit of the organization's fundraising goal(s)
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities
- Knowledgeable about the local and state funding community

**Organizational Information:** Founded in 1998, GREAT currently produces a Main-Stage season of eight productions, a School Matinee Season and outreach programming including our Summer Theatre Camps. In 2008 more than 42,760 children and their families attended a GREAT production. With an annual budget of \$562,000 GREAT is seeking dynamic person for the new position of Development Director. GREAT Theatre is poised and ready to begin a major fund development growth campaign (to serve additional families and students throughout central Minnesota) and a capital campaign.

**Compensation and Benefits:**

The starting salary will be commensurate with experience.

Development professionals who feel they meet the skills and qualifications listed above are encouraged to apply. Evaluation of applications will begin immediately and will continue until the position has been filled. EOE.

Please send a cover letter and resume by July 15<sup>th</sup>, 2009 to:

GREAT Theatre Search Committee  
919 West St. Germain  
St. Cloud, MN 56301

Or by email to:

Subject: Search Committee  
To: [Dennis@GreatTheatre.org](mailto:Dennis@GreatTheatre.org)