



GREAT Theatre Job Description

Position Title: Development Director

Status: exempt / salaried / full-time

Reports to: Executive Director

Supervises: NA

Salary Range: \$75,000-\$85,000

Position Summary

As Development Director, you are responsible for elevating and enhancing the fundraising capabilities of GREAT. In collaboration with the Executive Director, you will manage all components of the annual giving program including a well established, broad-based individual giving program along with an exciting opportunity to expand major donor giving and corporate sponsorships as well as establish an endowment and planned giving program. Committed to diversity, equity, and inclusion, you will build positive and authentic relationships with staff, artists, board members, audiences, donors, and community members. This role is key to expanding philanthropic support to ensure GREAT's long-term vitality and sustainability while advancing our mission.

Job Functions

As a member of the Leadership Team, you will

- Work collaboratively to achieve the organization's strategic direction and ensure that artistic, programmatic, administrative, and fundraising goals are aligned.
- Model behaviors that cultivate and contribute to a culture that is professional, collaborative and creates a sense of belonging for everyone.

As our lead fundraiser, you will

- Establish and execute a multi-year fund development plan in alignment with the organizational strategic plan.
- Lead the development, implementation and evaluation of a comprehensive fundraising strategy for individual, corporate, foundation, and government sources to support the organization's growing budget for general operations, productions and performances, and education outreach programs.
- Grow a major gifts program including research, cultivation, solicitation, and stewardship to meet and exceed revenue targets.

- Sustain and strengthen relationships with existing patrons, donors, key funders, and community partners to deepen their relationship with and support of GREAT.
- Identify and engage potential new individual and business donors.
- Actively represent GREAT at events and in the community.
- Aid in developing strategies, scripts, and key points for engagement and solicitation activities including one-on-one meetings, fundraising events, impact communications, and gratitude efforts.
- Track the performance and recommend adjustments in strategy, solicitor assignments, and action plans as needed for the annual fund.
- Manage and update donor activities by well-documenting Moves Management actions, demonstrating advancement of ongoing relationships.
- Champion a culture of philanthropy by taking an active role in supporting the board to motivate and strengthen their role in fundraising activities, acting as the staff liaison for fundraising committees, and collaborating with team members to execute fundraising plans.
- Establish an endowment and planned giving program to ensure long-term sustainability including creating the necessary policies, structures, and campaign materials as well as soliciting gifts.

This might be the job for you if...

- You have an entrepreneurial spirit with the enthusiasm and motivation to help build the capacity of GREAT.
- You have a passion for the arts with the belief that creating shared theatre experiences can transform lives and build community.
- You are dynamic, inspiring, confident, and a supportive leader.
- You are a persuasive communicator with the ability to articulate the impact of GREAT, build new relationships, and deepen connections.
- You have the ability to take a long-term strategic view of developing relationships with major donors and see how they fit into the overall fundraising strategy.
- You are comfortable speaking with donors and successful in soliciting gifts.
- You have an understanding of best practices in fundraising and keep a pulse on trends in the industry of charitable giving.
- You have experience with CRM software (PatronManager/Leap preferred), Microsoft Office, and Google Suite.
- You are a critical thinker with outstanding organizational and communication skills and the ability to problem solve, adapt to change, and self-direct.
- You thrive working both independently as well as contributing to a team through collaboration, respect, and professionalism.
- You embrace both a coaching and learning mindset.
- You are invested and well-connected in the greater St. Cloud community.
- You don't mind adapting your schedule according to the needs of the season including working nights and weekends.
- You authentically embrace diversity, equity & inclusion as part of who you are and believe this is everybody's work and that there is never a finish line to this work personally or organizationally.

As an employee of GREAT you'll receive

- Competitive equitable compensation with annual opportunity for raises
- Flexible work schedule and option to work remotely as workload allows
- Voluntary pre-tax contribution to Simple IRA plan with up to a 3% company match
- Health reimbursement for qualified health expenses up to \$2000 annually
- 80 hours PTO accrued bi-weekly to enjoy time away from work and promote life balance, with increases of 16 hours annually after each year of service
- 9 paid holidays (7 federal plus 2 floating)
- 4 hours paid volunteer time at another organization
- Professional development opportunities
- Comp tickets to shows and camp/class registrations
- A fulfilling and fun work environment with a diverse team committed to transforming lives through the power of the arts

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of GREAT.

The Development Director can expect to work on average 40 hours per week. Some responsibilities will require working nights and weekends but are otherwise flexible in hours, remote or in-person, and will ebb and flow depending on the season schedule.

About GREAT Theatre

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic programming that consists of producing 8 full-scale shows featuring local talent, multiple collaborations, and innovative educational outreach, we invite people to be part of the story to build a more vibrant Central Minnesota, celebrate differences, and create a sense of belonging. By reaching more than 50,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action both as individuals and collectively as an organization.

GREAT's FY25 budget includes revenue of \$2.02 million, consisting of earned income primarily from ticket sales and camp registrations and 45% contributed income from individual, corporate, foundation, and government sources. The first two years of this position is fully funded by a gift from a generous family committed to helping ensure GREAT's long-term financial sustainability.

GREAT Theatre is an equal opportunity employer.

Last Updated: March 2024