



GREAT Theatre Job Description

Position Title: **Development Director**

Status: Salaried

Reports to: Executive Director

Supervises: Development Coordinator, volunteers

Position Summary

The Development Director provides proactive leadership, strategic direction, management and coordination for GREAT THEATRE development activities to achieve its goals in artistic excellence, education and community engagement, and financial stability. A key role is developing and nurturing lasting donor relationships.

Job Functions

Development:

- Proactively design, implement, manage and measure all development activities.
- Develop an annual fundraising plan with Executive Director and Board of Directors that includes goals and strategies for individuals, corporate, foundation, and government sources.
- Supervise the Development Coordinator and the GREAT Gift Processing and Moves Management system ensuring a high level of customer service, data accuracy and system efficiencies. Maintain calendar of proposal and reporting deadlines for current, past and potential funders.
- Serve as the key staff support to the Fundraising and Development/Capital Campaign Committees and Board of Directors.
- Research funding sources for program, capital and general operating needs.
- Write proposals and pursue other strategies as necessary to achieve goals.
- Prepare and submit reports to funders with input from appropriate staff and Board committees.
- Support Executive Director and Board in efforts to cultivate major gift donors, conduct high-level donor prospecting, and prepare for meetings and presentations with major donors.
- Cultivate and steward a diverse portfolio of donors.

- Ensure proper acceptance, allocation, and recognition of gifts in accordance with IRS and donor requirements.
- Attend specific weekend and evening events as needed.
- Other duties as assigned

Skills/Abilities:

- Ability to exercise excellent judgement, diplomacy and sensitivity to all constituents and to maintain ongoing relationships with staff, board members, donors and volunteers.
- Demonstrated ability to effectively communicate the mission, vision, beliefs and needs of an organization to donors, increasing donor loyalty and engagement.
- Self-directed with outstanding leadership, organizational, problem-solving, and communication skills
- Strong computer skills including Microsoft Office, database experience and internet research.
- Excellent oral and written communication skills.
- Ability to organize, multi-task, and prioritize effectively in a fast-paced environment.
- Interest in and understanding of arts and culture institutions preferred.

Education and/or Experience

Position requires Bachelor's Degree and/or four or more years of experience working in a development office or related discipline. This position requires work on nights and weekends, as deemed necessary. The position requires minimal travel (mostly within 60 miles of Waite Park) and some lifting (up to 50 pounds).