

COMPANY: Goodwill Theatre, Inc.
POSITION TITLE: Development Director
REPORTS TO: CEO
EFFECTIVE DATE: June 2019
SALARY: \$65,000/year
TENURE/TIME BASE: Permanent/Full-Time

POSITION OVERVIEW

In collaboration with the CEO and a three-person team, the Development Director is responsible for the development, implementation and administration of Goodwill Theatre's annual appeal, capital campaign, special events, and specialty cultivation, fundraising, and stewardship activities, with focus on frontline donor relationship building and strengthening individual giving. This is a new position with growth potential within a burgeoning arts organization.

RESPONSIBILITIES:

- With the Marketing Manager, plans and executes individual fundraising appeals, meeting or exceeding established financial goals
- Plans and facilitates fundraising for the Stardust Gala, the Winter (Meat)Ball and other cultivation and stewardship events
- Identifies, plans, and facilitates securing new donors and sponsors while maintaining and growing existing partnerships
- Conducts research and prepares meeting briefs for individual meetings and follow-up
- Oversees the donor database Blackbaud Altru
- Works with the CEO, fund raising counsel, board and campaign team to institute the capital campaign and develop strategy and structure to implement an endowment
- Assists with researching and writing individual major gift proposals, developing donor materials, and institutional grants
- Works closely with the development committee and fundraising volunteers to lead relationship building efforts and reach fundraising goals
- Oversees the processing of donations, donor acknowledgements, and financial reconciliations using the donor database Altru
- Performs administrative tasks as needed

QUALIFICATIONS:

- Bachelor's Degree
- Fundraising knowledge and experience
- Excellent interpersonal and communication skills; a persuasive and passionate communicator
- Strong organizational, analytical and planning abilities
- Action-oriented, entrepreneurial, adaptive and innovative
- Strong marketing and public relations expertise
- Strong computer skills including Microsoft products, donor database software, traditional electronic and social media, and familiarity with donor prospecting and research tools are required
- Demonstrated track record of being a relationship builder, coach and connector, and team player

Goodwill Theater Inc. provides equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, sexual preference, or Vietnam Era Veteran Status, while affirmatively developing avenues of entry and mobility for minorities, women, individuals with disabilities and Vietnam Era Veterans.