

## **Position Summary**

The Ensemble Theatre is seeking an enthusiastic, strategic and results-oriented Fund Development Director to lead the organization's fundraising and philanthropic efforts. Reporting to the CEO, this position is responsible for developing and implementing fundraising strategies that support the Theatre's mission, productions, educational programs and long-term sustainability.

The Fund Development Director will build and maintain relationships with donors, foundations, corporations, government agencies and community partners while working collaboratively with staff leadership, staff, and the Board of Directors to achieve annual fundraising goals. The ideal candidate is a strong communicator, results-driven, relationship builder, and self-starter with a proven track record of nonprofit fundraising.

## **Essential Responsibilities**

### **Fundraising & Revenue Generation**

- Develop and implement annual and long-term fundraising strategies to achieve organizational revenue goals.
- Identify, cultivate, solicit, and steward individual donors, corporate sponsors, foundations, and government funding sources.
- Build and maintain a pipeline of prospective donors and funding partners.

### **Grants & Institutional Giving**

- Research, write, and submit grant proposals, sponsorship requests, and funding applications.
- Manage grant reporting requirements and ensure timely submission of all applications and outcomes
- Pursue funding opportunities that support operations, productions, and educational programs.
- Monitor and evaluate grant outcomes, including tracking declined or lost opportunities and documenting insights to inform future funding strategies, when available

### **Donor & Board Engagement**

- Maintain strong relationships with existing donors, sponsors, and community partners.
- Collaborate with the CEO, Artistic Director, and Board of Directors to advance fundraising initiatives.
- Support donor cultivation, stewardship, and recognition activities.

## **Events & Community Relations**

- Plan and support fundraising events, donor engagement activities, and special campaigns.
- Represent The Ensemble Theatre at community, civic, and philanthropic events.
- Engage volunteers and supporters in fundraising efforts.

## **Development Operations**

- Manage donor records, fundraising databases, gift acknowledgments, and development reporting.
- Prepare regular fundraising progress reports and revenue updates for leadership and the Board.
- Perform other duties as assigned.

## **Qualifications**

### **Required**

- Bachelor's degree or equivalent combination of education, experience, and results.
- Minimum of five (5) years of nonprofit fundraising, development, or grant-writing experience.
- Demonstrated success securing grants, sponsorships, and charitable contributions.
- Strong written, verbal, and interpersonal communication skills.
- Proven proficiency with donor management databases, CRM systems, and Microsoft Office applications.
- Excellent organizational, project management, and multitasking abilities.
- Ability to work independently and collaboratively in a fast-paced environment.

### **Qualifications**

### **Preferred**

- Certified Fund Raising Executive (CFRE) credential.
- Experience in performing arts, theatre, or cultural nonprofit organizations.
- Knowledge of corporate, foundation, and government fundraising practices.

## **Working Conditions**

- Ability to work occasional evenings and weekends for performances, fundraising events, and donor activities.
- Ability to attend off-site meetings and community engagement events as needed.

### **Compensation and Benefits**

The salary range for the position is between \$90k - \$110k per year. The Ensemble Theatre offers medical, dental and vision and life insurance, a 401K savings plan with employer match up to 3% after 90 days of employment, paid time off and 10 paid holidays. Compensation is commensurate with experience.

### **To Apply**

**Please submit a cover letter and résumé by email to:**

ensemble\_resumes@ensemblehouston.com. Please indicate the position you are applying for in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please.