



JOB TITLE: DEVELOPMENT OFFICER - ACQUISITION AND SPECIAL EVENTS
REPORT TO: DIRECTOR OF DEVELOPMENT
DEPARTMENT: DEVELOPMENT
JOB CODE: DEV-DO
SALARY RANGE: \$48,000 - \$60,000

FLSA CODE: EXEMPT
PAY TYPE: SALARY
STATUS: FULL-TIME
COMPANY CODE: AFK

JOB DESCRIPTION

JOB PURPOSE:

The Development Officer works closely with the Director of Development for the strategic development and implementation of a comprehensive fundraising plan for the moves management of current donors and prospects.

The Development Officer is responsible for a portfolio of individual major donors and prospects with focus on annual gifts of \$5,000 to \$15,000 and above. Serves alongside a Development team charged with raising in excess of \$6 million annually to support the Annual Fund, Special Events, and the Capital Campaign.

DUTIES AND RESPONSIBILITIES:

- Using the Plans Module in Tessitura, develop an annual solicitation plan for a targeted portfolio (125-150 households) of donors.
- Cultivate, solicit and steward relationships within your focused portfolio of existing major donors.
- Participate in the screening process of major donor prospects and engage these select leads to identify, qualify and cultivate new major donors.
- Advance current and prospective donor relationships through personal contact including but not limited to:
 - Breakfasts, lunches, dinners, one-on-one donor meetings, etc.
 - Pre-show and post-show social hours
 - Regular contact via calls, emails, letters, notes, etc.
- Attend the annual Gala and participate in executing duties as assigned/requested from the Special Events staff and contracted vendors.
- Attend all major stewardship events and receptions as relevant to your active and prospect portfolios.
- Serve as senior development staff on duty while in-show.
- Participate in developing fundraising strategy, as requested and directed by leadership.
- Attend meetings of the Board of Directors as needed.
- Manage budget for areas of responsibilities.
- Complete all associated administrative duties such as tracking of activity in Tessitura; creation of meeting plans; regular communication with supervisor.
- Complete other duties as assigned by supervisor and Executive Director.

QUALIFICATIONS:

- Minimum of three to five years of development experience required. Experience in performing arts is preferred.
- Experience working in Tessitura.
- Excellent written, verbal and interpersonal communication skills.
- Ability to solve problems with creativity and efficiency.
- Excellent planning and organizational skills.
- Ability to work a flexible schedule including evenings and weekends as needed.
- Ability to perform prospect research and identify new donors.
- Ability to listen effectively to assist staff and volunteers in identifying and resolving challenges.
- Ability to work in a fast-paced environment and maintain a sound perspective, essential for maintaining healthy relationships with co-workers.
- Flexibility to work a varied schedule, including evenings and weekends.
- Knowledge of Windows products, including Word and Excel.
- Exemplary attention to detail and accuracy.
- Ability to maintain confidentiality.

Theatre Under The Stars provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Theatre Under The Stars complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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- Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.

To apply, go to the website here: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=4d3a406c-c43d-41d8-885d-8296e38121e2&ccId=9200076949259_2&lang=en_US

Date

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