



Development Director

Job Description

Theatre Bay Area, one of the largest and most respected regional performing arts service organizations in the nation, seeks a passionate, ambitious professional to join its leadership team as Development Director. Founded in 1976, Theatre Bay Area (TBA) is known for its innovative programs and services, and counts as its members more than 300 theatre companies and some 2,000 individual artists across the region. Theatre Bay Area's mission is to unite, strengthen, promote and advance the Bay Area theatre community working from its conviction that theatre and all the arts are an essential public good, critical to a truly prosperous and democratic society, and invaluable as a source of personal enrichment and growth. At Theatre Bay Area we assert the particular power of theatre to inspire empathy and understanding, to enrich individual lives, and create community.

The Development Director is a member of the senior management team and is responsible – in partnership with the Executive Director – for meeting TBA's fundraising goals and to substantially grow contributed revenue (currently about 50% of the organization's \$1.3 million budget). The position will be charged with maintaining and enhancing institutional donations while working aggressively to expand individual giving. The Development Director works closely with the board of directors and senior staff in designing and implementing annual fundraising plans and manages the work of TBA's contracted grant writer. The position reports directly to the Executive Director.

This is an exciting position with ample opportunity for personal professional growth and great potential for impacting Theatre Bay Area's future growth and success.

MAJOR AREAS OF RESPONSIBILITY

Overall

- Design fundraising strategy annually in close collaboration with the Executive Director and in coordination with the board.
- Work closely with other staff and board of directors in developing strategic direction of the organization.
- Develop and implement annual fundraising plan, including strategies for:
 - Institutional support, including private foundations and government agencies
 - Corporate contributions, sponsorships and in-kind support
 - Individual donors/major gifts
 - Online, social media and direct mail campaigns
 - Fundraising events.
- Responsible for directing and managing all activities related to contributed income including individual, institutional, corporate, and in-kind giving and fundraising events.

Individual Donors

- Develop and direct all individual giving efforts, including annual campaigns, targeted initiatives, major gifts, in-person solicitations, appeal letters, thank you letters, and other donor communications.
- Grow major donor program from existing donors and prospects through strategic cultivation. Develop and direct ongoing program to seek out and cultivate new prospective donors.
- Design and ensure strong development operations, including gift processing, maintaining donor database and manage donor tracking and acknowledgement.



- Ensure collateral materials are created as needed, including annual report, board recruitment packets, development brochures, etc.
- Serve as staff liaison to the board of directors, reporting at all Board meetings, and providing staff support for the board development committee.
- Work with board President and Executive Director to engage board of directors in meeting fundraising goals.

Institutional Giving

- Manage part-time, contracted grant writer and take the lead in preparation of all grant proposals and reports (working closely with the Executive Director and Deputy Director).
- Responsible for management of all grants including submission of institutional and government grant proposals and reports, maintaining grant application and reporting calendar.
- Research and cultivate potential funders.
- Design and direct corporate and media sponsorship strategies.

Fundraising Events

- With senior management team and board event committees, plan annual fundraising event strategies.
- Serve as project manager for all fundraising events.

Qualifications

- Minimum of 3-5 years of experience in fundraising and arts administration.
- Proven track record of successful fundraising.
- Superior written and verbal communications skills.
- Personable and energetic with ability to engage, motivate, and inspire others.
- Ability to cultivate meaningful relationships with institutional funders and individual donors that convert into sustained support.
- Proven ability to think strategically and articulate the big picture while paying careful attention to details.
- Exceptional project management, strategic thinking, and time-management skills.
- Self-motivated person who works well with staff, volunteers and board.
- Entrepreneurial spirit, with ability to work as a self-starter in a dynamic, team-based environment with limited resources and lots of passion.
- Deep passion for the arts, artists, audiences and the Bay Area.

Compensation

\$65K-70K with excellent benefits package.

Application process

Via email, submit cover letter, resume and two writing samples, with "Development Director" in subject line, to Brad Erickson, Executive Director, Theatre Bay Area at brad@theatrebayarea.org

Deadline: Priority given to applications received by August 6, 2018.

Theatre Bay Area's Commitment to Equity, Diversity and Inclusion

Theatre Bay Area has a collegial, inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. Theatre Bay Area is committed to advancing equity, diversity and inclusion within the organization and the larger theatre community we serve. We highly encourage people of color, transgender and gender-nonconforming persons, individuals with disabilities, and persons from other historically under-represented groups in our community to apply. Theatre Bay Area is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or veteran status.