

Development Director/ Manager
Job Description

Supervisor: Executive & Artistic Director

Supervises: Development Assistant

Job Purpose: Work with Executive & Artistic Director (EAD) and the Board to reach and surpass contributed income goals as well as to develop and maintain successful long-term relationships with both current and potential donors.

Duties and Responsibilities:

- Oversee the creation, implementation, and review of a Development Strategy on an annual basis
 - Maintain and improve relationships with existing and potential new donors
 - Overseeing management of donor benefits and appropriate donor recognition ensuring that all thank you letters are handled promptly and correctly
 - Maintaining accurate and complete donor records
 - Meet yearly financial goals for contributed income
 - Oversee creation and implementation of annual giving campaigns including timelines and materials
 - Oversee the application and reporting of grants in a timely process
 - Maintain list of grants, grant deadlines, report deadlines, as well as physical and electronic files for each grant
 - Work with EAD to assess which grants to apply to as well as which purposes to support
 - Oversee all elements of the grant applications and ensure the involvement of other staff members as necessary
 - Oversee the writing of grants and creation of support materials
 - Oversee Development Special Donor Events throughout the year, including gala, tech events, other fundraisers and donor recognition and development activities
 - Monitoring, motivating, and encouraging staff, board and other volunteers to result in more successful development efforts.
 - Oversee the monitoring, reporting, and reconciling of all budget lines related to Development
 - Review and report on progress of Development Strategy with Board and upper level staff
 - Oversee the creation and distribution of an Annual Report detailing accurate information about each season
 - Oversee the development budgets and expenditures
 - Submit all necessary paperwork for purchases, trades, etc. in a timely manner and to pertinent departments
 - Responsible for accomplishing the duties of the job within the budget
 - Work with Marketing Department to:
 - Enhance public image and to integrate marketing and development efforts
 - Identify, recruit, and build relationships with corporate and education supporters
 - Create, implement, and review Corporate Support levels and packages

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- Create and distribute all necessary materials; including, but not limited to, e-blasts, mailings, brochures, and informational packets
- Work with EAD, Board, Sr. Staff and additional Development Staff/ Consultants to plan and implement a series of special fundraising Campaigns such as Capital Campaigns, Planned Giving and Endowment Campaigns
 - Provide administrative and/or special project support to EAD as needed
 - Manage in-house portion of these initiatives
 - Support Board development efforts for these efforts
- Participate in “Full Company” projects, work calls, meetings and events as required

Qualification:

- Experience in development for a non-profit, institution or equivalent private or public sector experience
- Experience working with donor databases, knowledge of Patron Manager is a plus
- The ability to read and interpret financial documents
- Knowledge of Microsoft Office is preferred
- Demonstrated knowledge of grant writing and submissions is a plus
- Strong verbal, written, interpersonal, and discretion skills with high attention to detail
- Time management skills, ability to work well under pressure, and meet deadlines
- Team player with outstanding problem-solving abilities and creative solutions that can work independently
- Ability to manage and oversee employees
- Excellent communicator with a sense of humor and an optimistic attitude
- Flexibility, creativity, and resourcefulness
- Belief that live theater is an important part of a strong community

Working Conditions:

- This is a full-time, salary, benefits eligible position.
 - Weekly schedule is typically weekdays, with the need for some flexibility surrounding special events.
- A desk is provided with a computer and access to printers, a copier, a phone, and wifi enabled internet. Computer will have basic software necessary.
- The work environment is mainly the office area, which is temperature controlled and requires use of stairs to access.

Physical Requirements:

- Mobility: ability to sit, stand, climb stairs
- Ability to look at electronic screen for extended periods of time

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