

TOPEKA CIVIC THEATRE & ACADEMY | 2022/2023

JOB DESCRIPTION

POSITION TITLE: Director of Development

REPORTS TO: President & CEO

PURPOSE OF POSITION: The Director of Development is directly responsible for the year-round Bravo fund development program and for initiating and managing corporate relationships, representing the organization and its needs to the business community and attracting resources in support of TCT's artistic and operating needs.

STATUS: Exempt/ Full-Time

ESSENTIAL FUNCTIONS

Bravo -- 45%

- Directly responsible for the overall management of the year-round Bravo donation programs, including multi-year, annual, major gifts and one-time special gifts. Assists in the development of short and long range plans and budgeted goals for all areas of the Bravo program. Manage the implementation of plans and monitors, and reports on, the progress towards goal accomplishment.
- Coordinates the thank you and recognition activities as related to Bravo Society and multi-year donors.
- Supports, with the CEO, donor receptions and special events for Bravo members.
- Provide courteous, prompt, sensitive, and on-brand customer service to both internal and external customers.
- Implement new innovative fund raising techniques in response to changing environments.
- Serves as lead staff with the Bravo committee.

Corporate Development – 45%

1. Cultivate and solicit area businesses and vendors to meet or exceed the financial goals set for Co-Producer income. Plan and coordinate recognition of co-producers on stage, in the playbill and signage, in advertising, and through special events.
2. Manage the sale and placement of Playbill ads. Work with the Marketing Director to ensure sales are cost effective for TCT and of an appropriate value for the advertiser.
3. In coordination with the Box Office Manager, develop and implement a strategic sales plan to identify, prioritize and target appropriate group sales prospects. Working with the CEO, set appropriate group sales goals for the sales and strive to meet or exceed those targets.
4. Targeted proposals to corporate and foundation sources for larger gifts, including multi-year pledges and program underwriting. To develop commercially viable corporate sponsorship packages.
5. Assuring that all corporate donors are responsibly stewarded for their gifts and that strong relationships are maintained.

Other Development Responsibilities – 10%

1. Assist CEO, as requested, with Endowment activities, including planned giving.
2. Continually research, identify and qualify potential private and public grantors to support the programming needs of the theatre; prepare, submit and follow up on proposals that meet the Theatre's program or operating needs. The annual goal is to submit at least three proposals to qualified funders requesting total funds of at least \$20,000.
3. Ensure that donors are thanked in a timely manner and appropriately for their level of giving. With Finance, ensure all designations are honored and donor perks are correctly provided.

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4. Assure that proper gift records and donor files are maintained accurately in accordance with FASB, IRS and other applicable standards.
5. Any other duties as assigned by the President/CEO.

Qualifications

BA in Business or related field; three year's experience in corporate/donor development/fundraising which demonstrates the ability to develop and implement fundraising activities and cultivate donor relationships; proven grant writing skills; ability to work with a wide variety of individuals with varying levels of understanding; ability to maintain records required for accurate financial report and donor acknowledgement.

Interpersonal Skills

Work frequently involves contacts requiring considerable discussion of problems, material presentations, or resolving issues impacting productions, personnel, performers and volunteers. The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills are critical to the success of this position.

ADA Requirements

Physical Requirements

- Much work is done in a sedentary environment – attending meetings, consulting with others, etc.
- Must be able to stoop, bend, walk, climb a ladder, and routinely lift up to 40 lbs.
- Must be capable of climbing/descending stairs.
- Must be able to operate routine office equipment including telephone, copier, word processor, and calculator.
- Must be able to routinely perform work on computer and or telephone for an average of 6-8 hours per day, when necessary.
- Must be able to work extended hours whenever required or requested by management. Note: overtime must be preapproved.
- Must be capable of travel by automobile, as driver or passenger.
- Must be capable of regular, reliable and timely attendance.

Working Conditions

Must be able to routinely perform work indoors in a climate-controlled environment and must be able to perform in an outdoor environment for special events and fundraising efforts.

Mental and/or Emotional Requirements

- Must be able to perform job functions independently and work effectively either on own and as part of a team.
- Must be able to plan and direct the work activities of self and others.
- Must be able to read and carryout various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence.
- Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public.
- Must be able to perform responsibilities with composure under the stress of competing deadlines/requirements which require high quality productions in a fast paced environment.
- Must be able to effectively handle multiple, simultaneous, and changing priorities.
- Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Acknowledgement

I acknowledge that Topeka Civic Theatre & Academy will conduct a periodic background check on all active employees and I consent to, and authorize, TCT to do so as frequently as yearly while I am employed with the organization.

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Nothing in this position description restricts management's right to assign or reassign duties responsibilities to this job at any time.

This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

Topeka Civic Theatre & Academy is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

I have received a copy of the personnel policy manual and know questions should be directed to the CEO.

TCT considers itself the primary employer for all full-time staff. TCT employees may not assume outside employment or any volunteer activity that would hinder or otherwise prevent them from working their hours or successfully completing their duties in a timely manner. Outside employment must be approved by CEO and volunteer activities approved by their supervisor

All volunteer activities an employee engages in at TCT or HHT must be accurately documented on TCT's volunteer tracing form.

Employee signature

Date

President/CEO signature

Date