

Posted 03/31/2023

Unicorn Theatre  
Development Director

#### Description

Unicorn Theatre seeks an entry level development professional to join our exciting non-profit theatre company. The Development Director is responsible for designing, implementing and managing all fundraising activities for the theatre including annual giving, major gifts, grant writing, donor stewardship, and other related communications. The development director acts as a liaison to Board committees and is an integral part of the theatre's full time staff.

#### Responsibilities include:

- Managing all strategies and activities for donor cultivation, solicitation and relations.
- Planning and implementing the theatre's donor stewardship.
- Maintaining contact with and writing grant proposals for foundations, corporations, and government grants.
- Researching and contacting new or potential corporate, foundation, government and individual donors.
- Planning and implementing our annual giving campaign.
- Managing donor gift acknowledgements and grant reporting.
- Assuming responsibility for all development reports to the board and other agencies
- Attending all board and staff meetings.
- Together with the Artistic team, managing the planning and implementation of one to two fundraising events per season.
- Managing donor records and maintaining the theatre's donor database (we use Total Info).

This position Reports to the Producing Artistic Director and includes other duties as assigned.

#### Qualifications

Must love the arts.  
Respect for diversity.  
Bachelor's degree in related field.  
Some fundraising experience.  
Proficiency in Microsoft office.  
Excellent verbal and written communications skills.  
Ability to present information concisely and effectively.  
Ability to organize, prioritize work and manage time effectively.  
Ability to work independently with little supervision.  
Excellent interpersonal skills.  
Ability to collaborate.

#### Hours

Full time, typically M-F 10am-5pm, some additional evenings and weekend required.

This is a permanent, full-time position with benefits including health insurance, paid vacation, holiday, and sick time, and 401(k) eligibility. Unicorn Theatre is committed to the diversity of its staff and strongly encourages all qualified candidates to apply.

#### Salary

Mid 40's, depending on experience.

To apply please submit cover letter and resume to [clevin@unicorntheatre.org](mailto:clevin@unicorntheatre.org) by April 15th for consideration.