



## **JOB DESCRIPTION**

### **Director of Development**

The Director of Development is primarily responsible for the planning and executing of a comprehensive contributed revenue strategy with an eye toward expanding our resources to match a growing organization. Working closely with the Artistic Director, the Board and its Development Committee, and the staff, the Director of Development will cultivate and steward individual donors; manage the grants portfolio, serving as the primary grant writer and manager of grants calendar and reporting; and plan and execute both small donor touchpoints and the annual gala. Profile Theatre strives for a non-siloed, highly collaborative workplace. As such, the Development Director will collaborate closely with the Director of Communications on an integrated communications strategy to the Profile community of donors and sponsors and on the creation of fundraising collateral; with the Line Producer on Mainstage and Gala production needs. Profile Theatre staff all work towards several organizational goals: to produce high-level artistic events, to achieve financial stability and maintain fiscal transparency, and to develop and deepen relationships in our community.

1. The Director of Development will collaborate with the Artistic Director, the Board and staff to plan and execute a strategic fundraising program focused on building annual contributed revenue.
  - i. Individual Giving
    1. Design avenues for prospective and existing donors to learn about and intimately experience Profile's programs.
    2. With the Artistic Director, create and execute individual giving campaigns (annual, end of fiscal year, end of calendar year, and other one-time campaigns).
  - ii. Foundation and Government Grants
    1. Manage existing grants, including tracking and reporting.
    2. Identify, write, and submit grant applications and develop portfolio of new opportunities.

- iii. Corporate Sponsorships
  - 1. Curate and execute a Corporate Sponsorship approach.
- iv. Special Events and Fundraisers
  - 1. Plan and coordinate Mainstage cultivation events including invited first read, Behind the Scenes Open Rehearsals and Artist Dinners for each Mainstage show.
  - 2. Gala (March-May 2022)
- v. Development Committee
  - 1. Manage the Board's Development Committee, including the coordination of meetings and reporting.
- vi. Budget
  - 1. Execute and track approved Development budget, including creating reasonable income and expense projections in annual operating budget.
- vii. Meetings
  - 1. Attend all Profile Theatre meetings as determined by Artistic Director, including weekly or bi-weekly staff meetings, and daily check-ins.

Reporting: The Director of Development reports to the Artistic Director.

Rate and Schedule: This is a full time, exempt salaried position.