



## Director of Development Job Description

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City Springs Theatre Company seeks qualified candidates for the position of Director of Development.

### **POSITION SUMMARY**

Reporting directly to the Managing Director, the Director of Development is responsible for planning, developing, organizing, and directing all City Springs Theatre Company fundraising. This responsibility includes major gifts programs, annual fund, planned giving, special events, and capital campaigns (depending on size and scope of said capital campaign). Above all, the Director of Development is charged with developing and executing a financial plan that ensures City Springs Theatre Company continues to meet its core mission and evolving artistic goals. The Director of Development is a leading role, working closely with the Board, Managing Director, Executive Artistic Director, and other staff to develop and articulate the strategic direction of the Theatre Company, and to implement the resulting strategies and initiatives.

### **DUTIES AND RESPONSIBILITIES**

#### **Fundraising and Development**

- Strengthen and diversify the fundraising program by expanding City Springs Theatre Company's donor base (corporate, individual, foundation, government).
- Cultivate and retain Founding Patrons and current list of donors (300+ currently).
- Build and oversee the implementation of an aspirational, achievable annual development plan.
- Meet and exceed fundraising goals, as determined annually during organizational budgeting.
- Use innovative strategies and creative ideas to identify and cultivate new prospects.
- Craft strategies to leverage City Springs Theatre Company's current programs, activities and events to promote greater donor/sponsor and volunteer participation.
- Manage public and private grant initiatives.
- Build and implement an effective corporate development strategy.
- Oversee effective strategies for annual fund: direct mail, online giving, events, and new initiatives.
- Plan and execute annual fundraising/thank you events, including Overture Dinner, Season Soiree, etc.

#### **Operations and Communications.**

- Maintain effective development systems and record-keeping procedures to track current and prospective donors and accurately report all fundraising income.
- Prepare, monitor and manage the annual development budget.
- Align development-related communications with the organizational brand and provide ongoing evaluation of key messaging as it relates to development activity.
- Develop monthly Patron Newsletter correspondence and manage creation and execution.

#### **Leadership and Outreach**

- Expand City Springs Theatre Company's community presence through aggressive and innovative media, social media, online, print and outreach activities.
- Represent the organization externally in partnership with the Executive Artistic Director, Managing Director, and Board of Directors.
- Facilitate, engage, and support the Development Committee of the Board of Directors to meet fundraising goals.
- Lead and oversee the performance of direct reports as needed.



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- Provide relevant feedback regarding programmatic enhancements and contribute to the organization's planning processes.

### **PROFESSIONAL QUALIFICATIONS**

The successful candidate will have:

- Minimum Bachelor's degree and 5+ years in non-profit fundraising.
- Passion for the arts and familiarity of the local Sandy Springs community and its residents.
- Success in securing major gifts, grants, and sponsorships, as well as achieving fundraising goals.
- Proven track record of supervising staff and successfully motivating and supporting board members and volunteers.
- Ability to develop and manage budgets and prepare financial reports.
- Strategic thinker and persuasive communicator who understands the value of relationships.
- Proficiency in all Microsoft Office and Google applications.
- Ability to communicate clearly and professionally in oral and written forms. Successful public speaking experience.
- Experience and familiarity with local school districts is preferred.
- Highly organized, flexible, collaborative, motivated, and a fast learner.

### **ADDITIONAL QUALIFICATIONS**

This position also requires an individual who is:

- Committed to the mission of City Springs Theatre Company
- Self-motivated, honest, thoughtful and composed
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues
- Able to navigate through diverse and sometimes competing priorities
- Collaborative and collegial in work relationships

### **COMPENSATION**

City Springs Theatre Company offers a competitive salary commensurate with candidate qualifications and comparable organizations.

### **ABOUT CITY SPRINGS THEATRE**

City Springs Theatre Company is dedicated to entertaining, educating, and enriching the community while contributing to the cultural and economic development of Sandy Springs, by creating world class theatre experiences for the metro Atlanta area, through affiliation with the Sandy Springs Performing Arts Center. Through Broadway-style musical theatre featuring regional and national artists, creating a broad range of arts education programs for the enrichment of the community, and providing entertaining and inspiring productions for diverse audiences, City Springs Theatre establishes Sandy Springs as a growing cultural center. City Springs Theatre is a 501(c)(3) non-profit cultural organization. For more information, visit our web site: [www.CitySpringsTheatre.com](http://www.CitySpringsTheatre.com).