



Job Description: Director of Corporate Sponsorships

Employer: City Springs Theatre Company

Reports To: Executive Director

Type: Full Time

Benefits: Medical, Vision, Dental

Position Description:

Reporting directly to the Executive Director, the Director of Corporate Sponsorships is responsible for identifying, cultivating, securing, and managing strategic corporate sponsorship relationships to support the organization's goals and revenue targets. This role involves creating compelling sponsorship packages, negotiating agreements, and ensuring exceptional delivery and fulfillment of sponsor benefits. The director will collaborate across departments to align sponsorships with brand objectives and deliver maximum value to both the organization and its partners. The Director of Corporate Sponsorships is a leading role, working closely with the Board, Executive Director, and other staff to ensure mutually beneficial partnerships with corporations, small businesses, and institutional donors.

Duties include:

Fundraising and Development

- Strengthen and diversify the fundraising program by expanding City Springs Theatre Company's donor base, specifically as it pertains to corporate, small business, and institutional donors.
- Cultivate and retain current corporate, small business, and institutional donors and potentially grow their investment in City Springs Theatre Company.
- Manage activation and fulfillment of sponsorship agreements, ensuring deliverables are met and value is provided.
- Serve as the primary point of contact for sponsors and resolve any issues that arise.
- Create customized sponsorship proposals tailored to potential sponsors' marketing and CSR goals.
- Build and oversee the implementation of an aspirational, achievable annual corporate giving plan.
- Meet and exceed fundraising goals, as determined annually during the organizational budgeting process.
- 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.
- Assist in the planning and executing of annual fundraising/thank you events, including Overture Dinner, Season Soirees, 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 corporate and institutional annual budget.
- Align development-related communications with the organizational brand and provide ongoing evaluation of key messaging as it relates to development activity.

Leadership and Outreach

- Represent the organization externally in partnership with the Executive Director and Board of Directors.
- Facilitate, engage, and support the Development Committee of the Board of Directors to meet fundraising goals.
- Provide relevant feedback regarding programmatic enhancements and contribute to the organization's planning processes.

Required Qualifications

- Minimum Bachelor's degree and 5+ years in non-profit fundraising.
- Passion for the arts and familiarity of Atlanta corporations and small businesses.
- 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

- 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

For Questions:

Natalie@cityspringstheatre.com
with "Director of Corporate Sponsorships" in the subject line.

PLEASE, NO PHONE CALLS.

To Apply, and to learn more about CSTC:

<https://www.cityspringstheatre.com/about/careers/>
Please be prepared to submit a cover letter and resume.