

THE KALAMAZOO CIVIC THEATRE

JOB DESCRIPTION

Date: November 11, 2011

Job Title: Development Director

Department: General and Administrative

Reports to: Managing Director

Definition:

Under the supervision of the Managing Director, the Development Director is responsible for the planning, coordination, execution and evaluation of all fund raising activities.

Performance Responsibilities:

1. Create and implement a written plan for all current available methods to secure funding including but not limited to:
 - a. Annual Operating Fund Drive
 - b. Grants requests
 - c. Sponsorships
 - d. Endowment
 - e. Planned Giving
 - f. Capital Needs
 - g. Fundraisers and Special Events
2. Prepare proposals and budgets of all development activities in conjunction with the Managing Director for Board approval
3. Recruit, retain and reward donors on an annual basis through acceptable means and practices including:
 - a. Work with Managing Director, Marketing Director and Board of Directors to develop identification strategies for new donors, sponsors, grantors and foundations. Facilitate all requests.
 - b. Oversee the continued development and maintenance of all donor records and databases.
 - c. Oversee the prompt acknowledgement of all gifts and donations made to the Civic.
 - d. Oversee any public acknowledgement programs and societies related to donors.
4. Coordinate the planning and hosting of special events for donors
5. Oversee and ensure all donated funds are used for proper purpose.
6. In conjunction with the Marketing Director, oversee the development and design of all development publications and mailings.

Minimum Qualifications:

1. BA or BFA in Development, Business, Theatre or related area.
2. Proven competency in all areas of fund raising.
3. Proven, excellent interpersonal skills
4. Experience in planning and executing special events.
5. Excellent writing and verbal skills, including grammar and spelling.
6. Strong personnel management skills, self-starter and team player.
7. Computer management skills, including web-based technology.
8. Competency in the use, report writing, querying and maintenance of an Access Data Base.

Desirable Qualifications:

1. MA, MS or MFA degree in a related field.