

## **Director of Development and Community Engagement**

The Director of Development and Community Engagement is a highly public and visible position, integral to achieving the fundraising and community engagement objectives of Clear Space Theatre Company. The successful candidate will possess the ability to be an outspoken champion on behalf of CSTC across the community and with funders across the region. Working in partnership with the Managing Director, the role's key responsibilities include growing CSTC's brand awareness and planning, managing, and implementing a full spectrum of development programs, including individual, corporate, and planned giving, grants, foundation and government support, and capital campaign fundraising. Using a broad array of ingenuity and sophistication, the position will increase engagement and annual giving to best support CSTC's vision of being a leader in the vibrant performing arts community of Southern Delaware.

*Salary Range: mid \$50Ks, commensurate with experience*

***Interested candidates should submit a resume and cover letter to CSTC's Managing Director Joe Gfaller at [joe@clearspacetheatre.org](mailto:joe@clearspacetheatre.org). No calls, please.***

### **Specific Duties:**

#### *Increasing Philanthropy*

- In partnership with the Managing Director, develop a strategic direction to plan and implement on-going development programs.
- Set and assess measurable goals for key fundraising campaigns.
- Identify and secure new prospective sources of philanthropic support, nurturing and supporting relationships with individuals, foundations, corporations, and government agencies.
- Increase existing support from the above categories of support through intentional stewardship.
- Utilize research to prioritize and identify individual donor prospects, based on the intersection of mission alignment and financial capability.
- Maintain accurate donor records within CSTC's customer relationship management (CRM) system, ensuring all supporters are recognized in a consistent and timely manner.
- Serve as primary grants manager for CSTC, developing narratives and budgets for letters of intent and proposals and providing timely reporting on grant activities for specific CSTC programs and operating support.
- Partner with the CSTC Board of Directors, key volunteers, and staff leadership to further existing major donor relationships and facilitate new relationships.
- Support the board development committee with regular reports and action plans for committee members to impact CSTC's ability to achieve and exceed fundraising goals.
- Coordinate with Digital Marketing Manager to ensure alignment in communication calendars between fundraising goals and earned revenue goals in marketing and communications.
- Coordinate with statewide and federal organizations who support advocacy for state and federal government funding for the performing arts field at large.

### *Community Engagement*

- In partnership with the Managing Director and Artistic Director, develop and define community engagement goals based on an understanding of residents and visitors to Southern Delaware and their alignment with key season programs.
- Support CSTC's goals surrounding equity, diversity, and inclusion by building community partnerships with other non-profit organizations in the region that further and sustain a more equitable and inclusive community.
- Facilitate the annual "Clear Space Gives Back" community partnership, at which another area non-profit becomes the beneficiary of 50% of all box office revenue for a CSTC production.
- In conjunction with the Managing Director, staff, and development committee, assist with identifying volunteers.
- Oversee the solicitation of volunteers and supervise volunteers utilized for development, fundraising, and public relations purposes.

### *Special Events*

- Develop a special events strategy to serve both fundraising and community engagement goals, including, but not limited to, events such as the annual Gala, Outfit the Ensemble runway event, the Tony Party, guest bartending, opening nights, community festivals, and house parties.
- Assess impact of existing events, with an eye towards continuous improvement of content, timing, and structure to more effectively engage the broader community and maximize investment of time and resources.
- As part of the donor stewardship plan, organize at least one event per year to recognize major donors.
- Activate board members and community volunteers (including potential event chairs, host committees, honorees, etc.) to ensure the success of all events by motivating engagement as ambassadors and partners.
- Perform other duties as assigned by their manager.

### **Desired Skills and Experience:**

#### *Professional or Volunteer Experience*

- Minimum of four years of fundraising and development experience, with a preference for background with some combination of major donor campaigns, donor cultivation, direct mail solicitations, grant writing, organizing special events, and volunteer management related to fundraising.
- Previous experience with community engagement or marketing.
- Previous experience working in a customer relationship management (CRM) system, with a preference for specific experience using Salesforce or PatronManager.
- Proven commitment to equity, diversity, inclusion, and anti-racism in previous professional or volunteer roles.
- Proven commitment to a customer-centric mindset in working with the community.

### *Education*

- Bachelor's degree in business, communications, non-profit management, or a related field or commensurate professional work experience.

### *Competencies*

- Enthusiasm for theater and arts-based learning
- Ability to exercise good judgment in a variety of situations, adapting to multiple time-sensitive priorities
- Excellent organizational skills with a passion for accuracy and a personal sense of accountability
- Strong people skills, feeling at ease with being one of several key public-facing roles interacting with current and prospective donors
- Creativity, energy, and a can-do attitude
- Energized by continuous improvement, with an interest in pursuing professional development opportunities
- Excellent written and verbal communication
- Flexibility to attend evening and/or weekend meetings and events

### **Working Relationships**

#### *Principal Internal Working Relationships:*

- Managing Director, Artistic Director, Box Office Manager

#### *Principal External Working Relationships:*

- Donors, volunteers, media contacts, vendors

#### *Direct Reports:*

- Select Contractors

#### *Reporting Relationship:*

- Managing Director

#### **Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, use their hands and arms. · Occasionally lift up to 30 pounds.
- This position primarily works in an indoor office environment with a noise level that is moderately busy