

CREEDE REPERTORY THEATRE

your theatre, always

*As a cultural home for artists, residents, and visitors of the West,
Creede Repertory Theatre will create a diverse repertory season of plays,
new works, and dynamic education programs.*

Job Title: Development Manager

Job Summary:

The Development Manager at Creede Repertory Theatre (CRT) is responsible for executing the organization's development plan, acquiring major gifts, cultivating donors, and overseeing special fundraising events. The Development Manager is in charge of grant writing and reporting for over thirty-five annual grants that support all aspects of CRT's programming. The Development Manager will be skilled at building relationships with CRT's patrons and donors, as well as integrating oneself into the culture of CRT and the community of Creede. The Development Manager reports to the Executive Director.

Salary: \$36 - \$40 K (based on experience)
This is an full-time exempt position

Benefits: Health Insurance with option for HSA

Key Responsibilities

Development Plan, Major Gifts and Donor Cultivation

- Implement and develop a comprehensive and measurable development plan that includes specific fundraising goals and a cultivation plan for current and potential donors
- Identify, cultivate, and solicit prospective donors, both personally and with the assistance of CRT's Board of Trustees, Executive Director, and staff
- Ensure proper stewardship for all CRT donors including correspondence, outcomes, and reports
- Maintain integrity, confidentiality, and sensitivity with CRT donors and audience
- Maintain giving and communication records for all donors, including distribution of donor benefits. Reconcile all gifts with CRT's Business Office
- Oversee Spektrix, CRT's fundraising database and tracking systems
- Evaluate success of annual fundraising efforts and report to staff and Board
- Serve as staff liaison to the Board of Trustees Fund Development Committee
- Assist the Executive Director with Development responsibilities, as needed

- Coordinate with Executive Director and CRT's Board of Trustees to complete CRT's \$2 million endowment campaign

Grant Writing

- Identify and pursue potential grant opportunities based on the priorities of CRT
- Write grants, ensuring timely submission and reporting, that support all aspects of CRT's programming

Secondary Responsibilities

PR and Communication

- Work in collaboration with Communications and Marketing Director to develop and maintain timely marketing tools, support materials, and website content that reinforce a message of giving
- Coordinate mailing lists for direct mail appeals, newsletters and special event invitations
- Collaborate with staff to generate season-specific materials for CRT's program and brochure
- Ensure that the development message is consistent with the framework of CRT's marketing strategy

Play Sponsorships

- Develop a plan to maintain CRT's current seasonal show sponsors and acquire new sponsors
- Coordinate Preview Reception for all main CRT shows including attendance, catering and set up/ tear down

Special Events

- Partner with Artistic and Production team to plan and execute fundraising special events, including Biannual Gala, Parties of Note, fundraising concerts and more
- Attend, participate, and meaningfully engage with CRT's donors and patrons at special events

Creede Repertory Theatre Team Member

- Serve as a member of the administrative team
- Commit to CRT's Equity, Diversity, and Inclusion initiative and work within your department to implement these values in every aspect of the company
- Participate in the betterment of CRT's facilities and buildings, as needed
- Attend required special events, performances, and meetings, including all Board, staff, and assigned committee meetings
- Show enthusiasm to work and create a respectful, inclusive and fast paced environment
- Adhere to CRT's community values of Respect, Communication, Listening, Courage, Problem Solving, Collaboration, and Equity
- Engage meaningfully with the community of Creede

Disclaimer:

This job description is only a summary of the typical functions of the job, not a comprehensive list of all job responsibilities, tasks, and duties.

About Creede Repertory Theatre

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. CRT's award-winning company produces quality productions from May through September. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, CRT is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Qualifications:

- 1-3 years Development Experience
- Track-record of successful team leadership, creating a positive, collaborative and productive culture
- Experience with donor cultivation in a performing arts environment or relevant industry. Although theater experience is preferred, this is not a prerequisite
- Proven track record of successful fundraising, with proven track record in individual giving
- Grant writing experience
- Experience in Endowment and Capital campaigns a plus
- Exceptional writer who can craft clear and persuasive proposals for support
- Comfortable interacting with program officers, donors, and board members either in-person or on the phone.
- Superb attention to detail, quick problem solver, and multi-tasker. Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Excellent computer skills: Microsoft Office, Word, Excel, and Powerpoint
- Availability to work on evenings and weekend as required
- A collaborative and team-oriented approach
- Clean driving record and a valid Driver's License

Physical Requirements:

- Sit, walk, and stand: may spend up to 75 percent of working time sitting. Lift, carry, push, pull: generally not more than ten pounds of force is needed to lift, carry push, or pull objects
- Bend, stoop, and kneel: N/A
- Dexterity/wrist and hand repetitions: good manual and finger dexterity is needed; more than 50 percent of working time may be spent using a computer keyboard
- Vision, hearing, speaking: must have good visual acuity and depth perception to operate the computer system; speaking and hearing are essential to the communication needs of the position

How to apply: Please send cover letter, resume, three references, and writing sample to Cassie Rhafir, Human Resources and Operations Director, at cassie@creederep.com. Creede Repertory Theatre is an Equal Opportunity Employer. For more information about CRT, please visit www.creederep.com.

Application deadline is May 10, 2019. Applications will be reviewed as received.