

**Glen Echo Park- Main**

7300 MacArthur Blvd
Glen Echo, MD 20812
301.634.2270

Wintergreen Plaza

837-D Rockville Pike
Rockville, MD 20852
301.251.5766

Development Manager Job Description

Position Status: Full-time Exempt

Reports to: Managing Director

Adventure Theatre MTC, the DC region's longest running professional children's theater and Academy is seeking a personable, detail oriented individual with a track record of results to become its next Development Manager.

Located in Glen Echo and Rockville, Maryland, ATMTC educates and inspires new generations of theater artists and audiences with exceptional theatrical experiences. ATMTC operates in a casual yet dedicated atmosphere with a team of hard-working individuals who love theater and children.

The Development Manager is responsible for organizing and implementing Development Department activities especially around Individual Giving and the donor database. The Development Manager will have primary responsibility for facilitating the organization's individual annual giving efforts, executing fundraising plans, and managing special events. The Development Manager will also contribute to developing the strategy for sustaining and growing the number of individual donors, the size of donations, with the goal of converting annual donors to major donors.

Supervised by the Managing Director, the Development Manager works hand-in-hand with the Institutional Giving Manager, the Artistic Director, the board of Directors, and liaises frequently across all departments.

The broad responsibilities and duties of the Development Manager include:

- Manage all individual appeals, campaigns, and online giving initiatives;
- Donor administration including but not limited to maintaining donor records, gift processing, fulfillment of benefits, gift recognition, donor correspondence, manage mailing lists, and financial reports;
- Manage special events to ensure an exceptional guest experience within budget and with a focus on cultivation and stewardship, including annual Gala;
- Manage individual donor stewardship program including theatre and academy patrons;

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- Coordinate with communications team to ensure a consistent and coordinated fundraising message in all communications and marketing;
- Assist with building ATMTC's donor base via networking events and new donor cultivation;
- Prospect research, as needed;
- Work collaboratively with Institutional Giving Manager and other program areas to advance fundraising goals;
- Assume other tasks and responsibilities as needed.

Qualifications:

- Highly motivated, flexible, able to show initiative and work independently;
- Customer service oriented with an outgoing personality;
- Excellent persuasive writing skills;
- Highly organized and detailed oriented with exceptional time-management skills;
- Demonstrated ability to initiate and enjoy direct communication with donors and prospects;
- Demonstrated knowledge of Microsoft Office;
- Familiarity with fundraising databases;
- Bachelor's Degree;
- 2 - 4 years working in a non-profit fundraising department or an equivalent experience;
- Ability to work evenings and weekends, as needed;
- Previous event management experience preferred;
- Theatre/Performing Arts experience preferred;
- Marketing experience in social media and writing copy for direct mail appeals, e-appeals, and websites, a plus.

To Apply:

Please send cover letter, resume, salary requirements, and writing sample to Adventure Theatre MTC, 7300 MacArthur Boulevard, Glen Echo, MD 20812, Attn: Development Manager Search or email lseemann@adventuretheatre-mtc.org. No phone calls please. ATMTC is an EOE.