



## Development Manager Job Description

Position: Development Manager  
Position Status: Full-time Exempt  
Reports to: Director of Development (DoD)  
Updated: July 6, 2018

Adventure Theatre MTC (ATMTC) is the longest running theater for young audiences in the Washington DC Metro area with an integrated and nationally renowned technique based training facility for aspiring musical theater artists in the area. Its mission is to educate and inspire new generations of theater artists and audiences with exceptional theatrical experiences.

ATMTC celebrates the glorious richness of our world by cultivating Equity, Diversity, and Inclusivity as they inspire the creativity that nurtures great art, artists, and audiences.

The **Development Manager** of Adventure Theatre MTC is responsible for managing development department processes to ensure ATMTC achieves its fundraising goals. These processes include all grant deadlines, donor database, special events, and general stewardship. In addition, the Development Manager supports the DoD on corporate sponsorships, grant writing, and Individual giving.

General work hours are Monday-Friday 9 am – 5 pm, with additional evening and weekend work, as required.

The Development Manager reports to the DoD.

### **Fundraising**

- Support the DoD and the Managing Director (MD) in developing a comprehensive fundraising plan;
- Contribute to the development and maintenance of a comprehensive annual fundraising calendar;
- Make appointments for Artistic Director (AD) and/or MD with officers and other prospects;
- Attend networking events with a goal of identifying new leads.

### **Stewardship**

- Manage donor correspondence, including but not limited to gift acknowledgement letters and general development inquiries;
- Manage assigned relationships to increase engagement and revenue,
- Arrange for onsite tours for supporters;
- In Coordination with DoD, provide oversight for volunteer programs;
- Develop relationships with volunteers and ambassadors and support their efforts to raise awareness and resources for the organization through training, coaching and other support;

### **Government, Foundation and Corporate Fundraising**

- Identify, research, and qualify organizational prospects;
- Prepare, submit, and manage grant applications and proposals;
- Provide stewardship to all current donors including providing regular written updates and ensuring all requested reports are delivered on time; and
- Solicit in-kind donations as needed;

### **Database Support**

- Manage the donor database including but not limited to its infrastructure and protocols;
- Enter gifts in a timely manner;



- Maintain donor records including moves management information;
- Develop mailing lists as needed;
- Provide gift reports to senior leadership at regular intervals;

### **Event Support**

- In coordination with the DoD, manage special events such as the Gala, first rehearsals, VIP openings, and fall fundraiser to ensure an exceptional guest experience within budget and with a focus on cultivation and stewardship.
- Solicit sponsorships for various events.

### **Communications Support**

- Track statistics relevant to development; and
- Provide written content for development materials as needed.

### **Qualifications**

- 2 -3 years' progressive development experience;
- Demonstrated positive attitude and self-directed with a strong work ethic;
- Demonstrated attention to detail;
- Demonstrated love of theatre and children;
- Excellent writing, organizational, and interpersonal skills;
- Proficiency in CRM or Fundraising software;
- Proficiency of MS Office Suite software;
- Ability to work evenings and weekends;
- Ability to work in a team environment;
- Ability to work on a variety of projects simultaneously;
- Clearance to work with minor children via Federal and State Background Check;
- Previous event management experience preferred; and
- Bachelor's Degree preferred.

### **To Apply:**

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