



## Director of Development Job Description

Position: Director of Development  
Position Status: Full-time Exempt  
Reports to: Interim Executive Director (IED)  
Updated: April 25, 2022

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 **Director of Development** (DOD) of Adventure Theatre MTC is responsible for ensuring ATMTC meets its fundraising goals. To achieve this, the DOD coordinates all fundraising activities utilizing the Executive Director, the Senior Leadership, the Board of Directors, and volunteers. In addition, the DOD is responsible for developing and growing individual giving as well as government and private grants.

As a member of the Senior Staff, the DOD serves as a public face of ATMTC promoting the program and managing partnerships, ensures clear communication with other departments, and contributes to strategic planning for the organization.

Additionally, until ATMTC can hire more FTEs, the DOD will be responsible with the IED for all communications related to the overall organization. Along with the IED, the DOD will manage outside contractors in both development and communications.

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

The DOD reports to the IED and supervises development contractors.

### **Fundraising**

- Work closely with the IED to develop a comprehensive fundraising plan;
- Grow overall fundraising year over year 3 – 5%;
- Manage a team of staff, contractors and volunteers to identify, cultivate, solicit, and steward major, mid-level and small donors, foundations, corporations, and government grants;
- Provide prospect research to team members in advance of key meetings;
- Maximize CRM implementation to support donor cultivation and stewardship;
- Cultivate relationships with individual donors and prospects from the Washington Metropolitan area.
- Oversee the preparation of all fundraising collateral materials.
- With IED, develop partnership relationships that strengthen Institutional Advancement opportunities;



- Hire and supervise the full-time development positions in the future (Major gifts officer and grants manager positions on contract now).
- Serve as an ambassador of ATMTC at public events including but not limited to symposia, networking events, conferences, and workshops.

### **Special Events**

- Manage special events to ensure an exceptional guest experience within budget and with a focus on cultivation and stewardship.
- Plan and execute annual Gala.
- Coordinate donor experiences at First Rehearsals, and VIP Openings.
- Plan and execute additional special events as needed.

### **Communications**

- Help IED create and manage brand communications for the organization.
- Create any communications materials related to development.
- Manage contracted graphic designer.
- Manage with the IED our outside communications vendor.

### **Required Qualifications**

- History of progressively responsible experience driving fundraising results and leading a team in setting and meeting financial goals.
- Proven success in asking for and closing major gifts, and building and maintaining long-term relationships with individuals and foundations.
- Strong management skills, marked by a collaborative leadership style, a desire to innovate, and the ability to motivate, develop, lead, and manage the performance of a multi-disciplinary team.
- Experience conceiving and implementing fundraising initiatives, using proactive analysis and analytics to set strategy, and planning and delivering on financial goals.
- Staff management responsibility for a department and/or professional staff, including recruitment, retention, professional development, establishment of clear directions and “stretch” objectives.
- Exceptional written, verbal, interpersonal, and presentation skills, including the ability to articulately, persuasively, and effectively communicate with varied audiences.
- Understanding of best practices of fundraising and non-profit management, and knowledge of current and evolving trends in philanthropy, including major gifts, planned giving, and fundraising campaigns.
- Experience working across departments/teams to engage, solicit, and steward donors.
- Experience using technology and applications such as Zoom, Microsoft Word, Excel, Testitura, etc.

### **Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer, ability to physically travel and meet in-person with donors and prospects, ability to help set up and attend public events and functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Salary and Benefits**

The salary range for this position is \$75,000 – 85,000 annually; salary depends on relevant experience and new staff rarely start at the top of the range. ATMTC’s excellent benefits package includes a 403(b) retirement plan with up to 3% matching and 100% individual health , dental and vision insurance premium, unlimited vacation policy. Staff will be required to be in the office for three days a week (days agreed upon with IED).

**Deadline to Apply:**

Open until filled with priority review beginning May 16, 2022. Diversity and inclusion are a critical component of our organization strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team.

Please submit resume and cover letter to [HR@Adventuretheatre-mtc.org](mailto:HR@Adventuretheatre-mtc.org)