

## Section I - Job Identification

<b>Job Title:</b>	Director of Development
<b>Department:</b>	Administration
<b>Reports To (Job Title):</b>	Executive Director

## Section II - Job Purpose, Scope & Responsibilities

**Job Purpose:** Oversees, develops and directs the Development Staff, Corporate Giving, and community relations

### Job Duties and Responsibilities:

<i>Item #</i>	<i>% of Time</i>	
<b>1.</b>	25%	Leads Development staff; Institutional and Individual Giving. Participates in Executive Staff team activities. Provides leadership to this team and models exemplary executive behavior throughout the organization. Oversees all donor files and database
<b>2.</b>	25%	Develops, communicates, and maintains existing and new relations with granting organizations including public, government, and private institutions
<b>3.</b>	25%	Assists Artistic Director, Executive Director and Board of Trustees in long-range program planning and related funding strategies. Seeks out and oversees special projects and events that support organization's activities and further its mission
<b>4.</b>	10%	Promotes and maintains relationships with Affiliate Organizations: Corps de Ballet, Opening Night Insiders, and Parent Guild
<b>5.</b>	10%	Work with Marketing, Communications, Education to develop funding strategies for programs and other Dance Theatre activities.
<b>6.</b>	5%	Performs other duties as required or assigned by Executive Director: Including: Special Events, Board of Trustee Support Groups, Development Committee, other community relations, Develops annual calendar of all development activities
	<b>100%</b>	

### Section III - Job Dimensions and Qualifications

<b>Positions Supervised:</b>	Associate Director of Development, Donor Relations , Special Events Coordinator
<b>Internal Contacts:</b>	Executive Director and Artistic Director; Executive Staff and all other Staff; Trustees and other Volunteers
<b>External Contacts:</b>	Theatre Personnel, other arts administrators, various vendors and consultants, corporate and community organizations
<b>Education Level and Focus:</b>	Minimum Bachelors Degree in Arts, Business, or English or related fields. MA in Communications, Organizational Development, or related fields
<b>Years and Type of Related Experience Required:</b>	Minimum 2-5 years related experience in performing arts organization of comparable size or major background in fundraising and communications
<b>Professional/Technical Competencies</b>	<ul style="list-style-type: none"> <li>• Communicates expectations to staff and effectively delivers regular, specific and objective feedback; this includes timely participation in the annual evaluation processes. Enthusiastically offers support, and coaching to staff. Provides challenging assignments to motivate and stretch employees</li> <li>• Serves as an ardent and loyal advocate for the Association throughout the organization, in the community, and throughout the performing arts world.</li> <li>• Regularly problem solves and completes complex projects at a high level of excellence.</li> <li>• Work with Marketing Manger &amp; Communications Manger to develop and implement strategies and plans for Season and donor solicitation</li> <li>• Negotiates favorable collective bargaining agreements and other contractual relationships by using persuasion and diplomacy.</li> <li>• Continuously develops and utilizes special knowledge of artistic operations to assist Artistic Director and Executive Director in long-range planning and related operational strategies.</li> <li>• Conscientiously develops, monitors, and reports the budgets for development department activities and programs and brings forth on a timely basis, ideas, issues and concerns to the Executive Director.</li> <li>• Fully participates in Board; Executive Staff and Manager Meeting activities, including attending meetings, supporting colleagues by offering information and assisting appropriate projects and initiatives.</li> <li>• Enthusiastically and creatively works in partnership with the Development Staff to achieve maximum funding opportunities.</li> <li>• Organizes and clearly communicates the annual calendar of all program activities.</li> <li>• Demonstrates sound judgment and decision making. Solves problems and resolves issues.</li> <li>• Demonstrates tact and diplomacy in all interactions. Demonstrates appropriate treatment of sensitive or confidential information.</li> <li>• Both coaches staff and personally models behaviors which promote fast paced yet accurate team work in a rapidly changing environment. Effectively delegates work to staff; assuring assignments reflect priorities and needs of the Association.</li> <li>• Fully participates in Executive staff team activities. Provides leadership to this team and models exemplary executive behavior throughout the organization.</li> <li>• Supports and provides equal and fair treatment and opportunity for all.</li> </ul>