

RIVERSIDE THEATRE

Job Title: Development Director
Reports To: Riverside Theatre Board of Directors
Date: February 2018

Position Summary

The Development Director is responsible for the fundraising and outreach initiatives established by Riverside's management and the Board of Directors. This is a part-time position (approximately 20 hours/week) with core hours worked on-site during business hours Monday-Friday. Must occasionally be available to attend evening/weekend events. The Development Director's duties include:

Leadership

- Serves as a representative and advocate with government agencies, community and business groups and arts organizations for funding-related matters.
- Participates in season selection process in collaboration with the Artistic Director and Producing Director to evaluate sponsorship potential.
- Represents the Theatre for public speaking engagements, social events and arts meetings.
 - Serves as the "face" of the Theatre along with the Artistic Director
- Serves as primary liaison to the Board of Directors and works as needed with all Board committees.
 - Plans Board meetings in collaboration with Chair of the Board of Directors
 - Maintains Board records
- Hires and oversees any development staff (e.g. work-study student, intern, part-time grant writer).

Strategy and Planning

- Participates in the development of the annual budget and sets the contributed income budget (grants, sponsorships, events, development expenses).
 - Communicates with Finance Manager regarding secured contributions, grants in progress, grant award payment schedule, and other fundraising matters.
- Writes and implements funding plan to support Managing Director.
- Actively engages and energizes volunteers, board members, committees, partnering organizations, and funders.

Fundraising

- Develops and manages the fundraising plan in collaboration with the Artistic Director and the Board of Directors.
- Manages grant seeking and grant reporting.
- Leads fundraising activities and donor development in collaboration with the Artistic Director
- Strengthens the Theatre's brand utilizing current and future communication mediums.
- Maintains a clear marketing plan using organizational resources.

Program Development and Implementation

- Participates in the development of educational programming including classes, Will Power outreach to schools, or other education-based co-production opportunities in conjunction with the Artistic Director.

Qualifications

- Bachelor's Degree in Business Administration, Communications or related field
- 2+ years' fundraising experience
- Grant writing experience
- Familiarity with donor management software
- Working knowledge of Microsoft Office suite
- Excellent written, interpersonal and verbal communication skills

Salary: \$22-25K, based on experience.

To apply: Email resume to wallace@ptmlaw.com. No phone calls, please.

Riverside Theatre
213 N. Gilbert St.
Iowa City, IA 52245
www.riversidetheatre.org