



JOB TITLE: Development Manager

REPORTS TO: Marketing & Communications Director

PAY: \$38,250-\$44,625/year, full-time, exempt

Overview

Northwest Children's Theater (NWCT) sees a development manager to join the marketing and development team. Working closely with NWCT leadership, the development manager will develop fundraising strategy, support programming through donor campaigns, and build and maintain meaningful relationships with our supporters and participating families. Current development efforts include annual fundraising campaigns, special events, foundation grants, and individual donor cultivation and stewardship. NWCT's Marketing and Development team is small but ambitious and supports a large amount of programming on a tight schedule. Excellent interpersonal skills are essential, and a passion for engaging and building relationships with strangers is a must. The ideal candidate is a strong communicator with a proven ability to problem-solve, a passion for meeting new people, a respect for the child's perspective, and strong desire to help further NWCT's mission.

Duties & Responsibilities:

General Development Operations

- Develop a comprehensive understanding of PatronManager CRM including the ability to run donor reports, manage inventory, manage donations and other transactions (both over the phone and in person), and troubleshoot as needed.
- Maintain donor records and files.
- Manage the department calendar and coordinate donor contact by NWCT board & staff leadership ensuring that staff are reaching out to donors consistently.
- Create donor acknowledgement letters, procure personal notes or comments from the appropriate board or staff member, and mail letters.
- Contribute original donor-related content to the weekly e-newsletter "The Spotlight."
- Manage stewardship of corporate sponsorships including producing proposals, tracking fulfillment, managing department calendar, etc.
- Provide regular donor reports to NWCT Leadership.

Annual Donor Campaign

- Identify donors among ticketholders in each weekend's audience and coordinate personal outreach to them.
- Coordinate data management and event planning for all fundraising events.

Seasonal Donor Campaigns

- Manage the Summer Scholarship Drive, End-of-year Giving Campaign, and additional fundraising campaigns as needed.
- Organize regular donor cultivation/appreciation events (dinners, rehearsals, meet the artist, facility tour, etc.)

Capital Campaign Stewardship

- Implement all gift agreements signed as part of NWCT's recent 1000 Broadway Campaign.
- Ensure that all donors are properly thanked and track any naming rights reserved as part of capital campaign contributions.
- Maintain relationships with individual donors and foundations developed over the course of the campaign.
- Assist with capital grant tracking and final reports.
- Coordinate NWCT leadership contacts with relevant capital donors.



Alumni Association Coordinator

- Produce NWCT's quarterly alumni newsletter.
- Work with volunteer Alumni Association chairs to recruit and maintain alumni membership.
- Work with volunteer Alumni Association chairs to offer seasonal alumni events.
- Manage alumni tracking, data entry, and reporting.

Participate in All-Staff Activities

- Attend all-staff meetings and regular team meetings
- Maintain a professional demeanor with NWCT staff, volunteers, and families
- Be knowledgeable on building information, show information, class offerings, and special events, and be prepared to provide this information to patrons.
- Represent NWCT at community events.

Required Qualifications:

- At least three years of development experience.
- Excellent administrative skills and experience necessary to manage systems and workflow processes.
- Ability to prioritize and conduct/juggle multiple tasks while staying detailed-oriented.
- Ability to build systems and to troubleshoot problems within digital systems.
- Experience with Microsoft Office Suite, Google Drive, CRM, or other online databases.
- Ability to work independently while working as a member of a team.
- Strong written and verbal communication skills.
- Must be able to pass a background check.

Preferred Qualifications:

- Bilingual or multilingual.
- Experience with Salesforce or PatronManager.
- Comfortable with public speaking.

Desirable Personal Values:

- Passion for theater for young audiences and an understanding of the transformative role the performing arts can play in youths' lives.
- Commitment to diversity, equity, inclusion, and antiracism.
- Engages in active listening and is sensitive to the needs of others.
- Works with a deep sense of play and celebrates joy within the process and product.

Physical Expectations:

- Ability to lift 30 pounds. (Reasonable accommodations will be made for persons with disabilities.)
- Comfortable working around children and families in a loud, fast-paced, nonprofit environment.
- Willing to use personal equipment such as a cell phone and laptop/tablet when working remotely.
- Access to reliable transportation.



Schedule:

Northwest Children's Theater organizes its schedule around Friday evening and weekend productions, weekend theater classes, and weekday afterschool classes and rehearsals. To best support these programs during the school year, the marketing and development team keeps a flexible schedule. Special events on evenings and weekends are a regular occurrence, and flexibility of schedule is essential. Summer hours are traditionally Monday through Friday to offer support for summer camps..

Submit a cover letter and resume to [hiring@nwcts.org](mailto: hiring@nwcts.org). **Deadline is March 31, 2023.** Please submit documents in PDF format only.