

Job Posting: Development Director at the Historic Midwest Theater

Friends of the Midwest Theater, Scottsbluff's non-profit performing arts center, art house cinema, and drive-in theater, seeks an energetic and extra-ordinary person to join our team as Development Director to lead the grant writing & fundraising support duties for our year-round programming.

Midwest Theater's Development Director plans and manages our community relationships, grant writing, membership & fundraising activities that support the Midwest Theater. They play an integral role in maintaining the Midwest Theater's presentation of performing artists programming and the best of film, which drives participation, revenue generation, and cultivates community engagement through the arts.

The Development Director reports to the Executive Director and works closely with Midwest Theater staff to foster an equitable, dynamic and welcoming environment, serving the mission of Friends of the Midwest locally. The ideal candidate has a deep and diverse knowledge of arts education and film, with strong communication and collaboration skills, a proven record of self-directed work and success, and a passion for community building through the arts.

Desired Applicant skills for Development Director:

- 3-5 years of Non-Profit (preferably in an arts-related organization,) fundraising experience, with examples of positive outcomes
- Experience managing and tracking donor contributions (sponsorships, memberships, and capital campaigns) and organizing gathered data
- Experience in writing, managing and tracking multiple grants at a time
- Experience with Capital Campaign and capital improvement grants
- Fluency with office software required. Comfort with Windows 7 & above, Microsoft Suite & Google Apps, donor management CRM, and box office reporting systems is a plus.
- Experience measuring data and outcomes of events to determine marketing effectiveness
- Experience in public speaking and organizational representation.
- Personable and confident demeanor.
- Exceptional verbal and interpersonal skills
- Ability to work well in a diverse group
- Positive and collaborative attitude when managing groups and overseeing initiatives
- Demonstrated ability to prioritize and follow-through on several projects/tasks simultaneously.
- Effective organization, time management and attention to detail.
- Demonstrated ability to work as part of a small but dedicated team.

Familiarity with Scottsbluff/Gering, Nebraska or the Midwest region is a plus.
Hourly: \$30,000-45,000 commensurate to experience, with possible benefits.

Qualified applicants must be based in or relocate to the panhandle of Nebraska.
Friends of the Midwest Theater is an equal opportunity employer and values diversity in all forms.

We encourage applicants with a diversity of backgrounds and believe that the more inclusive we are, the better our work will be.

As of 4/7/2021, we are actively accepting applications. The position will remain open until filled. However, the initial review of applications will begin immediately and on a continuing basis with interviews being offered as qualified applicants apply.

To apply for the Development Director position, please send (email or mail) your resume and cover letter addressing relevant experience and interest in the position and contact information for at least 3 references to:

Midwest Theater – Development Director
Billy Estes, Executive Director
Midwest Theater
PO Box 276
Scottsbluff, Nebraska 69363
Billy@nebraskarts.com

Please, No phone calls.

Incomplete Applications (resume, cover letter & references) will be REJECTED.

Friends of the Midwest Theater is a mission-driven, nonprofit organization dedicated to enriching the cultural vitality of the greater Scottsbluff/Gering area through presentations of award winning performing artists, film, and community programming that challenges, inspires, educates, and entertains. Friends of the Midwest Theater operates the Historic Midwest Theater as a full-time community-supported non-profit performing arts center & art house cinema in downtown Scottsbluff, showcasing performing artists & the best of filmmaking. Scottsbluff's non-profit Friends of the Midwest Theater, founded in 1998, re-opened the Midwest Theater as a single-screen cinema in Nov 1998. In 2005 the Midwest Theater began offering live performing artists and arts education outreach, supported by an enthusiastic community. In 2020, we began operating the seasonal Midwest SkyView Drive-In. Facilities growth has mirrored a growth in programming and patronage, with the Midwest Theater hosting 245 events (pre-covid) annually, with an estimated 35,000-37,000 attendees supported by 550+ members.