

**Job Title: Development Director**

**Organization: Friends of the Midwest Theater**

**Reports to: Executive Director**

**Date: 4/7/21**

**Purpose:**

The Development Director, under the direction of the Executive Director, will handle a wide range of administrative support and fundraising-related tasks. Hours would be a flexible 25-30 hours average per week. He or she will attend and participate in as many board and committee meetings as possible and may be asked to co-chair a committee.

**General Duties:**

- Works closely with Executive Director to facilitate all activities and the mission of the Historic Midwest Theater

**Grants:**

- Assists Executive Director with Fund Raising & Membership goals
  - a. Grant research and preparation
  - b. Maintain grant calendar
  - c. Assist Executive Director with Grant Budgets
  - d. Oversee administration of grant requirements
  - e. Final grant reporting

**Programing Fiscal/Sponsorship:**

- a. Oversee administration of program fiscal sponsorship requests and administration of sponsor benefits to donors.

**Membership:**

- a. Formulate a plan to reach fundraising goal as directed by Executive Director & Board with assistance from the membership committee with membership growth & retention being top goals.
- b. Produces Membership Marketing materials under the direction of the Executive Director
- c. Handles incoming and outgoing communications as the “voice” on behalf of the Membership Committee.

**Community Engagement:**

- a. Attend community meetings and gatherings to promote The Midwest Theater, including but not limited to, community council meetings, school and PTA meetings, neighborhood fairs and events, business functions, etc.
- b. Plan, develop, coordinate, and implement effective community outreach activities and projects around the Midwest Theater current or new programming; disseminate information that will ignite interest or encourage public participation/attendance for mission-based programming.
- c. Co-Program & program events as directed by the Executive Director.

**Other duties** as directed by the Executive Director.

**I hereby acknowledge, that:**

A description of the responsibilities involved in this job is listed above. I shall be capable of performing in an acceptable manner, with or without a reasonable accommodation, the responsibilities involved in this job, unless otherwise stated below:

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Signature

\_\_\_\_\_  
Date

**Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.**

## **Development Director: Duties by Area of work**

### **Membership: 30%**

- Responsible for creating and executing a strategy for a large sustained base of annual individual donors
- Chair Membership Committee
  - Schedule and lead meetings
  - Communicate with committee members as needed
- Process & send Membership Renewal Letters
- Prepare & send quarterly membership renewal notices
- Corporate Membership renewals (letters/phone calls to secure the pledge, then invoices)
  - Corporate member recruitment with support for Membership Committee and Exec Director.
- Enter membership renewals & send cards
- Membership Recruitment
  - Membership “asks” in lobbies after events
  - Ask letters to non-member ticket buyers after every show
  - We want you back letters every December
  - Booth at events such as KNEB Spring Show
  - Develop “new media” membership recruitment strategy and implementation
- Enter new memberships and send cards
- Member Recognition
  - Corporate recognition annually (Valentines, thank you cards, etc.)
  - Biennial Recognition Event
- Member correspondence (get well, sympathy, etc)
- Membership Reports
  - For monthly board meetings or committee meetings
- Quarterly “Membership” Newsletter
  - Publish & Edit Content

### **Grants: 30%**

- Research new grant opportunities to support programming, capital, or other projects as directed by Executive Director.
- Prepare and maintain current grant calendar and report book
- Assist Executive Director with Grant Budgets
- Oversee administration of grant requirements
- Final grant reporting

### **Programing Fiscal/Sponsorship: 20%**

- Secure financial support from individuals, foundations, and corporations
- Manage sponsorship donations in “Theatre Manager”
- Develop and maintain ongoing relationships with major donors
- Overseeing organization of special events
- Developing and tracking proposals and reports for all foundation and corporate fundraising

### **Community Engagement: 15 %**

- Schedule, implement and periodically suggest new community-based programs, partnerships, and other engagement initiatives.
- Identify, initiate, and deepen relationships with various community stakeholders.
- Implement meetings, surveys, and other ways for communicating with, and receiving feedback from, the Midwest Theater membership and the greater community about the Midwest Theater and its programming.
- Attend community meetings on behalf of the Midwest Theater to hear community concerns, provide information about community engagement, and advocate for participation with theater events and programming.
- Attend non-Midwest Theater programs and events relevant to better understand community interests and activities.
- Maintain various databases of groups of stakeholders.
- Create mechanisms for internal and external evaluation of engagement initiatives.
- Distribute program information to the community and broader publics through multiple channels.
- Distribute information to Midwest Theater staff, volunteers, donors and membership regarding engagement activities.
- Successfully integrate engagement work into Midwest Theater programming and enlist the support of staff, volunteers, donors, and membership
- Compiles collected information for the Executive Director to regularly present to board and staff.

**General Duties: 5%**

- Actively participate in the ongoing improvement of the theatre's operation by vigilantly monitoring the donor customer experience and making recommendations on operational improvements.
- Assist when needed with answering phones during open box office hours (9am-4pm Monday – Friday)

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