

Job Announcement –Development Coordinator Quill Theatre

Quill Theatre seeks a dynamic and ambitious fund development coordinator to implement the theatre's fundraising program. Reporting to and working closely with the Producing Artistic Director, the Development Coordinator is responsible for implementing sponsorship and fundraising efforts.

Quill Theatre's mission is to create theatre rooted in the genius of Shakespeare that provokes the mind and speaks to the soul: Theatre Worth Talking About.

Job Summary: This an exciting time in the history of our organization. Using our programs and repertoire to leverage the breadth of our stakeholder pool, the Development Coordinator will create and implement a fundraising program designed to acquire and retain donors. The position is full-time, but a part-time or flex-time arrangement is negotiable.

The Development Coordinator will partner with the Communications and Marketing Director, and will be supported by the active involvement of the board.

Primary Responsibilities:

- Develop and execute a donor engagement program that includes specific fundraising goals and targets, with a focus on the acquisition of prospects with the capacity to make gifts of \$1,000+ annually.
- Create and manage a portfolio of prospects, including sponsors. Manage the process of qualifying prospective donors, developing thoughtful cultivation strategies, and making stewardship a meaningful effort that engages all staff and board members.
- Engage in face-to-face solicitations, in partnership with staff and board members.
- Prepare volunteers and staff for all donor calls, including conducting research and preparing briefing materials.
- Ensure that all engagement and strategy is up-to-date in the donor database application. Produce activity reports that reflect performance and provide transparency.
- Work collaboratively with other program staff to ensure donor-driven strategies are part of the theatre's environment.
- Manage a cost-effective budget for expenses related to cause-related marketing and fundraising.

Other Responsibilities:

Foundation Grants Program: Direct foundation grants program, including research, scheduling, writing, grant preparation, and reporting.

Gift Accounting: Assure the proper recording, tracking, and receipting of gifts in partnership with the business manager.

Materials: Participate in the development of messages, materials, and explanations of our work used in strategic donor communications. Contribute to the Annual Report and other materials that advance Quill's mission and visibility to donors.

Qualifications:

- Minimum of one year of experience in the nonprofit sector, with progressive responsibility and a proven track record.
- Demonstrated experience engaging stakeholders.

- Superb interpersonal, oral, and written communication and presentation skills; demonstrated ability to communicate effectively, comfortably, and respectfully with donors, staff, and lay leaders.
- Experience and comfort with database applications.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance, and ability to work with diverse individuals within the organization and broader community.
- Flexibility and a willingness to take on new tasks as the responsibilities of the position evolve.

Essential Characteristics:

- Ability to take initiative, problem-solve, multi-task, and work independently.
- Ability to work well with people and as a part of a team.
- Ability to simplify complex themes and activities into a short, compelling presentation or written piece.
- Demonstrated ability to juggle and prioritize many concurrent tasks at once, manage a high-volume workload, pay extremely close attention to detail, adapt quickly to changing organizational priorities, and meet moving deadlines.

Compensation and Benefits Salary based on individual experience and abilities. Benefits include paid holidays and annual sick leave.

To Apply Send a cover letter explaining your interest in and qualifications for the position as detailed in this announcement, a current resume, and a short writing sample by email to Samantha Wheeler Marrs, Chair of the Development Committee, Quill Theatre, at swmarrs@gmail.com with Development Coordinator in the subject line of the email.

Applications accepted until position is filled. Submit your application as soon as possible. To ensure consideration, application materials must be received by 5pm EDT, November 15, 2016.