

Duluth Playhouse

July 1, 2022

Job Description | **Director of Development**

Direct Supervisor: Executive Director

Duluth Playhouse seeks a relationship-oriented nonprofit fundraising professional to drive growth in donor development. The Director of Development works collaboratively with the Executive Director and Board of Directors to promote giving opportunities among key stakeholder groups while also seeking critical grant funding.

Responsibilities include but are not limited to:

- Works collaboratively with the Executive Director and the Board of Directors to create and implement a comprehensive fund development plan to guide growth in fund development activities.
- Collaborates with the Executive Director to successfully complete the NorShor Capital Campaign.
- Plans, develops, and manages the annual fundraising events for Duluth Playhouse.
- Partners with the Executive Director to identify, cultivate and steward major donors and sponsors.
- Researches and writes grants for operations, capital, programs and special projects.
- Develop creative opportunities for donor engagement and stewardship.
- Works closely with the Director of Communications to plan and coordinate a consistent calendar for donor communications.
- Manages appropriate donor acknowledgement and recognition.
- Ensures proper collection and tracking of donor-related data with support from Director of Operations.
- Researches, determines and implements new fundraising and donor communications strategies, including planned giving marketing ideas.
- Other duties as assigned.

Experience and Skills:

- Bachelor's degree in Nonprofit Management, Fundraising or a similar field.
- 3+ years experience working in fundraising or similar experience at a nonprofit organization.
- Exceptional written communication skills, including the ability to write compelling donor content for a variety of platforms.
- Experience working with volunteers.
- Ability to lead and motivate a diverse team.
- Proficient with e-mail marketing and social media.
- Ability to speak effectively and inspire large and small groups.
- A demonstrated passion for the performing arts.

The office environment is interactive, fast-paced, and tightly connected between departments. The Director of Development should be comfortable with spontaneous meetings and participate in collaborative discussions offering team support.

Duluth Playhouse is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender identification, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status. We strongly encourage candidates from underrepresented backgrounds and communities to apply.

To Apply:

Send a cover letter, resume, 2-3 references, and any additional supporting documents you would like to provide, to Wes Drummond at wdrummond@duluthplayhouse.org with the subject "Director of Development". No phone calls.

Position open until filled.