



**RED MOUNTAIN**  
THEATRE COMPANY

**Position:** Director of Development  
**Department:** Development  
**Reports to:** Managing Director

### **JOB DESCRIPTION**

#### **Summary of Position:**

The Director of Development is ultimately responsible for identification, cultivation, solicitation, and stewardship of all contributed support (both cash and in-kind) for Red Mountain Theatre Company in accordance with budget goals for each fiscal season. He/she works in conjunction with the Managing Director and Board of Directors to direct and strategically manage this process for all donors and potential donors. He/she engages RMTC staff when appropriate to accomplish goals.

#### **Duties and Responsibilities:**

- Direct and implement maintenance of donor records electronically and in physical files
- Strategically plan and follow through with solicitations, structuring sponsorships, or recognition to achieve maximum support level
  - Implement sponsorship packages and other recognition (program ads, website listings, signage, curtain speech, etc.) as desired by the donor
- Identify, submit, and follow up on grant requests to local and national foundations
- Provide oversight, guidance, and direction for Dress Circle Society Board of Directors' volunteer functions – special events/functions, membership recruitment & renewal, hospitality of out-of-town artists, membership communication, production, and other volunteer duties
- Strategically plan and implement (along with department staff) fundraising and donor engagement events throughout the season. Including Gala, Ocean, Patron Trips, etc.
- Strategically plan and implement donor thank yous engaging other departments as needed – cards from actors & RMTC students, sponsor gifts, cards from board members, etc.
- Work in conjunction with Executive Director and Board Nominating Committee to recruit and engage Board of Directors
- Assist in budget creation alongside Executive Director & CFO
- Coordinate with finance department to identify and manage pledge fulfillment
- Other Duties as assigned.

#### **Qualifications:**

- 5+ years of professional experience (marketing, sales, and/or development)
- Bachelors or higher college degree
- Strong written and verbal communication skills
- Strong interpersonal skills
- Strong strategic thinking and implementation skills