



ASSOCIATE DIRECTOR OF DEVELOPMENT, INDIVIDUAL GIVING

Position Overview

Theatreworks Silicon Valley, a TONY Award winning theatre company, seeks an **Associate Director of Development**, Individual Giving. This position fulfills a critical position at TheatreWorks in addition to working with a Development team to ensure that TheatreWorks raises over \$3.5 million in contributed annual revenue while impacting over 100,000 community members throughout the Bay area. The Associate Director oversees and drives the individual giving program (\$1.3 million) and directs FutureWorks, the planned giving program for TheatreWorks. The Associate Director specifically manages the Producer campaign (annual gifts ranging from \$10,000-\$24,999). This circle of donors includes nearly 50 households who collectively contribute \$500,000+ annually via multiple sources and solicitors. Comprised of many diverse households and with multiple interests, managing this campaign requires great attention to detail, expert solicitation management, impeccable cross-departmental collaboration skills, and innovative donor engagement. Finally, the Associate Director provides strategic leadership in partnership with the Director of Development, playing a significant role in their absence and in building the Development team. Ultimately, the Associate Director impacts success via their ability to analyze and leverage data, employ expert relationship building skills, manage a comprehensive campaign, and provide insightful leadership. The Associate Director reports to the Director of Development, and directly manages the Individual Giving Manager who oversees campaigns for gifts of \$9,999 and below.

Key Responsibilities

- Consistently embody the mission and values of TheatreWorks, inspiring colleagues and community members to grow in their passion for the impact of TheatreWorks throughout the Bay area and nation.
- Oversee the individual giving program while enhancing and expanding the organizations' annual giving efforts, setting strategy and executing fundraising plans for sustaining and growing the number of annual donors, the size of individual donations, and the conversion of annual donors to future campaign donors
- Successfully manage the Producer campaign (\$500,000+ annually), setting goals, providing direction for solicitors, and managing events and stewardship programs for all Producer members.
- Manage a personal portfolio of 50+ individual supporters from multiple campaigns, inclusive of renewal and acquisition donors.
- Direct FutureWorks, the TheatreWorks planned giving program, by developing its goals, enhancing its reach, and promoting its existence

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- Manage the Individual Giving team, with direct supervision of the Individual Giving Manager
- Create a comprehensive annual and multi-year strategic plan, utilizing data-driven suggestions for future activity with strategies that are built upon institutional and national trends.
- Support the Major Gifts efforts of the Director of Development
- Provide exceptional service to donors, specifically Producer members who receive access to unique partnership benefits.
- Maintain excellent relationships with Director of Development, Executive Director, and Artistic Director, providing clear action items, deadlines, and materials.
- Utilize company database (Tessitura) to accurately and efficiently update relevant donor records, including meaningful engagement information and strategic plans for solicitations.
- Support compelling, mission-driven donor events that grow relationships with current and new donors.
- In the absence of the Director of Development, serve as acting team leader.

Qualifications

- Demonstrated passion for TheatreWorks' mission and the role of performing arts in society
- 3-5 years nonprofit development experience, with a strong focus on successful solicitation and management of donors who contribute up to \$25,000 annually.
- History of effectively managing complex projects, requiring attention to detail and collaboration
- Proven ability to develop and leverage strong relationships with senior leadership team, direct reports, internal colleagues, board, volunteers, donors and partners from all segments of the community
- Proven ability to inspire others (internal and external) via direct and indirect leadership
- Adopt a flexible working schedule that will include nights and/or weekends
- Demonstrated initiative and ability to handle detailed, complex concepts and problems and present ideas and solutions for meeting goals and overcoming challenges
- Build strong interpersonal relationships and maintain a positive, can-do-attitude with colleagues and Bay Area theatre community members
- Desire to grow professionally with a commitment to increased efficacy as a development leader
- Preferred knowledge of Silicon Valley and associated organizations, businesses, and individuals
- Willingness to leverage and expertly utilize Tessitura database
- Willingness and ability to travel locally and nationally
- Bachelor's degree or equivalent required

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Organization Overview

Theatreworks Silicon Valley is a \$11 million, LORT B theatre company and is committed to developing new works for the American theatre and has produced 70 world premieres and over 150 U.S. and regional premieres. Our season includes a mainstage series of eight plays and musicals serving approximately 100,000 patrons, a thriving New Works Initiative, and a collection of innovative education programs reaching 15,000 students every year. More information about the company can be found at www.theatreworks.org.

With a reputation for artistic excellence, innovation, diversity, and integrity, TheatreWorks is Silicon Valley's leading professional nonprofit theatre company. TheatreWorks presents a year-round season of musicals, comedies, and dramas in the Mountain View Center for the Performing Arts and at the Lucie Stern Theatre in Palo Alto.

TheatreWorks' commitment to producing the highest quality programming is dependent on building a community whose members come from diverse cultures, backgrounds, and life experiences. We join with a growing number of theatres in the movement to ensure that those who have been excluded historically- individuals from racial and ethnic groups, LGBTQ people, people with disabilities, and women - are at the decision-making table, reflected in our programming, and represented on our staff. Black, Indigenous, and People of Color (BIPOC), women, and LGBTQ candidates are strongly encouraged to apply!

Compensation

- Salary range is \$80-\$90K
- Employee benefits include health insurance, paid vacation and sick leave, and a retirement plan.
- Professional development opportunities

Please email a cover letter and resume to: search@theatreworks.org
SUBJECT: Associate Director of Development, Individual Giving