

# **Position: Development Director | \$65,000-\$75,000**

**Reports to:** Executive Director

**Status:** Full-time, exempt

**Location:** Asheville Community Theatre – Asheville, NC

## **Summary**

The Development Director is a key senior staff member of the theatre, responsible for designing, managing, and executing comprehensive fundraising strategies that support the organization's artistic programming, community outreach, and operational sustainability. This role will work closely with the executive leadership, staff, board of directors, and volunteers to grow contributed revenue through individual giving, corporate sponsorships, grants, special events, and planned giving.

## **Key Responsibilities**

### **Fundraising Strategy & Leadership**

- Develop and implement a multi-year fund development plan aligned with the theatre's strategic mission and budget goals.
- Oversee the annual fundraising plan including individual, corporate, foundation, grants, and planned giving sources.
- Set annual targets, monitor progress, evaluate results, and adjust tactics as needed.

### **Donor Cultivation, Solicitation & Stewardship**

- Identify, research, and cultivate new donor prospects and deepen relationships with existing supporters.
- Oversee donor recognition, acknowledgment, and reporting; ensure timely and accurate gift processing and database maintenance.

### **Grants & Institutional Giving**

- Proactively research and identify new grant and foundation funding opportunities that align with the organization's mission, programs, and strategic priorities.
- Lead the full lifecycle of institutional giving—including prospecting, relationship cultivation, proposal development, writing, editing, submission, and post-award stewardship.
- Develop compelling, data-informed proposals and reports that clearly articulate program impact, organizational strengths, and community need.
- Maintain an up-to-date grants calendar to ensure timely submissions, reporting accuracy, and full compliance with all grant requirements and funder expectations.
- Strengthen relationships with foundation representatives and institutional funders through consistent communication, site visits, and strategic stewardship.

## **Events & Campaigns**

- Plan and execute fundraising events (fundraising events, donor receptions, direct appeals) to engage donors and raise revenue. Collaborate with marketing/communications and production teams to align events and campaigns with the theatre's brand and mission.
- Support long-term capital planning and prepare for future capital or comprehensive campaigns, including feasibility studies, prospect research, and campaign infrastructure.
- Support long-term capital planning and prepare for future capital or comprehensive campaigns, including feasibility studies, prospect research, and campaign infrastructure.

## **Operations & Budgeting**

- Oversee the development department's budget, track revenue and expenses, prepare donor reports, and present updates to leadership and board.
- Manage the donor database/CRM system, ensure data integrity and meaningful analytics to inform strategy.

## **Other Responsibilities**

- Represent the theatre at public events, open nights, donor gatherings, and community functions.
- Occasionally work evenings/weekends as required by events, performances, and donor meetings.
- Join and participate in civic organizations, including Chamber of Commerce, Rotary, Association of Fundraising Professionals.
- Perform other duties as assigned to support the organization's goals.

## **Qualifications**

### **Required:**

- Bachelor's degree (or equivalent experience) in nonprofit management, arts administration, communications, business, or related field.
- At least 2 years of fundraising/development experience—preferably in the arts, theatre, or nonprofit sector.
- Proven track record in individual giving, grant writing, and event fundraising.
- Experience with donor engagement and development
- Excellent writing, verbal communication and interpersonal skills.
- Strong organizational skills, ability to manage multiple projects simultaneously.
- Comfort with donor database/CRM systems and standard office software.
- Ability to engage with diverse communities, collaborate with board/volunteers, and work some evenings/weekends as needed.

### **Preferred:**

- Experience in theatre or arts organizations.
- Demonstrated leadership of staff or volunteers.
- Deep understanding of philanthropic trends, donor motivation, and fundraising metrics.
- Experience with communications/marketing as they relate to development activities.

### **Salary & Benefits**

- Salary range: \$65,000 – 75,000
- Benefits: health insurance, retirement plan, paid time off, flexible schedule, professional development
- Some remote/hybrid options if applicable.