Asheville Community Theatre

35 EAST WALNUT STREET ASHEVILLE NORTH CAROLINA 28801

Full Time Development Manager/Fundraising Position at Asheville Community Theatre

The Development Manager (DM) will serve as the principal fundraising support staff to plan, strategize and collaborate with the Artistic and Managing Directors and board for all fundraising activities. The DM will support the organization's existing development program and help to deepen ACT's relationships in the community. Development experience in the arts is helpful, but a mission driven individual who enjoys connecting, meeting new people and developing relationships around the importance of theatre is preferred. This position is largely remote although some meetings at the theatre will be expected. To submit a letter and resume please email to tamara@ashevilletheatre.org. (No phone calls please.)

Compensation and Benefits: This is a full time, 40 hour a week position that pays $48,000 annually. Benefits include health insurance, paid vacation, holiday and sick time and includes a matching retirement program.

In collaboration with the Artistic and Managing Directors, the broad responsibilities and duties of the DM are:

- Develop working process with administrative staff in regards to development plan, gift tracking, record-keeping and acknowledgement
- Help to establish trusting, authentic relationships with ACT stakeholders including board, donors, volunteers and patrons, regional and national funding partners and community leaders
- Help to identify, connect, and steward new and existing donors
- Support both staff and board partners to leverage their passion and interest
- Research potential corporate sponsors
- Act as primary staff liaison to the development and special events committee
- Participate in ACT special events as relates to relationship building and donor relations
- Attend community events related to donor cultivation in the arts
- Participate in outreach activities and performances outside regular business hours
- Maintain contact with and write grant proposals for foundations, corporations, and government grants