

Part Time Development/Fundraising Position at Asheville Community Theatre

The Director of Advancement (DA) will serve as the principal fundraiser and strategist in collaboration with the Managing Director and board for all fundraising activities. The DA will bring focus and expertise to activate the organization's existing development program and deepen ACT's relationships in the community. Development experience in the arts is helpful, but an 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 click here.

Compensation and Benefits: This is a part time, 20 hour a week position that pays \$26,000 annually. Benefits include paid vacation, holiday and sick time and includes a matching retirement program.

In collaboration with the Managing Director, the broad responsibilities and duties of the DA are:

- Relationship and strategy responsibilities:
 - establish trusting, authentic relationships with ACT stakeholders including board, donors, volunteers and patrons, regional and national funding partners and community leaders;
 - o use innovative and traditional methods to identify, cultivate, solicit, and steward new and existing donors;
 - o mentor and train both staff and board partners to leverage their passion and interest;
 - o research and connect with potential corporate sponsors;
 - o act as primary staff liaison to the development and special events committee;
- Community engagement responsibilities:
 - participate in ACT special events as relates to relationship building and donor relations;
 - o attend community events related to donor cultivation in the arts;
 - o participate in outreach activities and performances outside regular business hours;
- Supervisory responsibilities:
 - o supervise grants manager who maintains contact with and writes grant proposals for foundations, corporations, and government grants;
 - Develop working process with administrative staff in regards to gift tracking, recordkeeping and acknowledgement;