

TOPEKA CIVIC THEATRE & ACADEMY JOB DESCRIPTION

POSITION TITLE: Development Director
REPORTS TO: President & CEO - Topeka Civic Theatre & Academy
PURPOSE OF POSITION: Working with the Board of Directors, the Director of Development will implement a comprehensive program of fund raising activities that will result in significant support for the operating, capital and endowment needs of the Theatre and Academy. The Director of Development is expected to prepare and implement a plan including the development of a case statement to achieve the goals set forth by the Board of Directors. He or she takes action to assure that the Board members and the President & CEO fulfill their fund raising roles. He or she has primary responsibility for developing relationships with donors and co-producers based on the organization's values and mission.
SUPERVISES: TCTA Development Volunteers & Administrative Associate (development duties)

PRIMARY RESPONSIBILITIES

1.0 Annual giving -- 40% (percentage of time devoted)

The Development Director will be responsible to recommend and achieve an annual giving goal in cooperation and discussion with the Resource Development Committee and the President & CEO. The goal may be modified and will be approved by the Finance Committee and incorporated into the annual budget.

1.1 Co-producer gifts -- 10%

Personally cultivates and solicits area businesses and vendors with support and involvement of members of the Board of Directors as appropriate. Plans and coordinates recognition of co-producers on stage, in the playbill and signage, in advertising, and through special events.

1.2 Season membership solicitation -- 10%

Works with the Marketing Director to plan and implement solicitation of annual gifts in conjunction with the season subscription campaign. Coordinates with the Marketing Director in planning and implementing other solicitations by mail of the Theatre's constituency including ticket purchasers (single and groups), former season subscribers and donors, volunteers, and parents to acquire new and reactivated donors, upgrade current donors and solicit additional gifts from current donors.

1.3 Unrestricted Donations -- 10%

With the support and involvement of members of the Board of Directors and in coordination with the season subscription campaign personally solicits donors and prospective donors at a minimum gift level of \$1,000 annually. Gifts will be substantially unrestricted to be used at the Theatre's discretion for its mission.

1.4 Special events -- 5%

With the Development Committee plans and coordinates special events (not to exceed three) to attract new donors and to advance relationships with current donors. Each event is expected to net a minimum of \$10,000.

1.5 Grants -- 5%

Identifies and qualifies potential private and public grantors. Prepares, submits and follows up proposals that meet the Theatre's program objectives or operating needs. The annual goal is to submit three proposals to qualified funders requesting total funds of at least \$20,000.

2.0 Major/planned gift cultivation, solicitation and stewardship -- 45%

2.1 Cultivation, solicitation and stewardship of major donors -- 30%

Works with the Board of Directors to identify prospective donors with the capacity and interest to support the objectives of the Theatre's strategic plan through the Bravo Society. Plans and implements individual strategies to involve prospective donors in the organization in order to secure timely commitments at gift levels desired including hosting prospective donors at the Theatre, remembering them on special occasions, etc. Works with the Bravo Society Core Team to design and fully implement the Raising More Money model, incorporating an ongoing series of Stage Door Sneak Peeks, cultivation of all current and potential donors through the various strategies recommended by the RMM model and designed by the Core Team Cultivation Team Leader, and host an annual Bravo ask event. The model is designed to build lifelong donors, led by multiple year givers who are members on the Gold, Silver or Bronze level.

Recommends appropriate means to recognize donors and carries through with implementation. Communicates results of major gift commitments to donors. Regularly communicates investment experience to endowment donors.

2.2 Cultivation, solicitation and stewardship of planned gift donors -- 15%

Works with the Planned Giving Committee, the Bravo Team and the Board of Directors to develop policies and procedures regarding gift vehicles, gift acceptance, donor recognition, administration and stewardship of planned gifts. Promotes planned giving through the Theatre's publications and other means.

Identifies current and potential donors as planned giving prospects. Plans and implements individual strategies to obtain commitments in wills and trusts and to consummate life income gifts. Hosts prospective donors at the Theatre remembers them on special occasions, etc.

Works with donors' advisors to successfully negotiate gift agreements. Develops and implements stewardship plans to assure donors' commitments and to secure additional gifts.

Face-to-face contacts	10 prospective donors
Proposals presented	5
Documented commitments	3

3.0 Capital Campaign -- 5%

3.1 New Campaigns and Outstanding pledges

Works with the Resource Development and Capital Campaign committees to develop strategies to raise the necessary funds as deemed necessary to support the capital needs of the theatre. Communicates on a timely basis with campaign donors regarding the payment of outstanding pledges. Personally contacts donors whose pledges are overdue. Is responsible for the proper acknowledgment and recognition of donors. Keeps the Development Committee apprised of results and problems.

4.0 Administration -- 10%

4.1 Board of Directors -- 5%

Staffs the Development, Special Event and Planned Giving Committees of the Board of Directors including developing meeting agendas with the chairpersons, preparing meeting notices and submitting minutes. Responsible for assuring that the Board, the Resource Development Committee, and the Planned Giving Committee progress according to schedule in developing and implementing the development plan. Recommends an annual development budget and manages overall expenses within budget.

4.2 Donor records -- 5%

Assures timely acknowledgments of donors' gifts and commitments that meet IRS requirements and donors' expectations. Assures that proper gift records and donor files are maintained accurately in accordance with FASB, IRS and other applicable standards. Works with the chair of the Resource Development Committee and the President & CEO to prepare reports regularly to the Board.

SECONDARY RESPONSIBILITIES

- Maintain a professional and supportive relationship with TCTA staff, volunteers and Board of Trustees.
- Provide tours and special training session for interested parties to TCTA.
- Ensure proper set up and tear down of all special events sponsored by TCTA.
- Serve as TCTA representative and guest speaker for any school or civic function as requested by TCTA President & CEO.
- Serve on any TCTA committee as assigned by the TCTA President & CEO.
- Any other duties as assigned by the TCTA President & CEO.

Qualifications

Education/credentials: A bachelor's degree is required. Certification as a fund raising executive is preferred.

Experience: Three years experience is required with demonstrated success in institutional development including personal solicitation of major and/or planned gifts.

The Development Director will work on a flextime capacity. This means that the Development Director is responsible for a minimum of 40 hours a week and the employee is responsible for the allocation of his/her time. An annual evaluation will be made of the employee's performance at the end of each season. The employee will receive a written evaluation of their work from the TCTA President & CEO. Performance will also be evaluated annually by the Board of Trustees.