

Village Theatre

Associate Director of Development

The Associate Director of Development reports to the Director of Development. The position requires a broadly experienced, highly creative, self-motivated leader who is able to effectively communicate the Village Theatre's message, develop strategies that will continue to increase the resource base of Village Theatre, and build relationships with major gift donors and prospective donors with some planned gift activity.

The Associate Director of Development supervises the Special Events Manager (FT) and the Individual Giving Manager (PT).

The Associate Director of Development is a full-time permanent position that manages donor campaigns and individual giving initiatives, and meets annual fundraising goals. This position is responsible for management of a growing fundraising program focused on the identification, cultivation, solicitation and stewardship of individual donors and prospects with the capacity to make annual gifts of \$5,000 and up. The position will also assist in the implementation and management of a new Planned Giving Program. The position includes: participating in designing and implementing donor development strategies, conducting donor research, prospect visits, and developing and managing new donor cultivation events.

Qualification

A fundraising professional with confidence, self-motivation, effective communication skills, persuasive interpersonal skills and a good business sense will thrive at Village theatre.

- Commitment to the vision/mission of Village Theatre
- Experience in working with volunteers to develop major gifts, in face to face solicitations and proven track record of closing significant gifts (\$5,000+)
- Computer literate and familiar with development databases
- Superior interpersonal skills and an ability to communicate effectively in writing, by phone or in person
- Excellent writing skills
- Ability to solve problems, work independently, set priorities and take initiative
- Function well in a team atmosphere

A candidate should have a minimum of 5 years fundraising experience, some of which will have been in successfully securing major and planned gifts.

Education

- A college degree is highly preferred.

Years of experience:

- Minimum 5 years, with some flexibility, based upon experience.

Special technical skills/certifications:

- A Certified Fund Raiser or similar designation would be viewed favorably.

How to apply:

Please send resume, salary requirements and cover letter by July 15, 2010 to:

Louise Kincaid
Director of Development
Village Theatre
303 Front Street North
Issaquah, WA 98027