



**Job Title: Director of Philanthropy**

**Reports to: Chief Executive Officer**

**Classification: Full-time, Exempt**

**Schedule:** Monday – Friday, 40+ hours weekly with required flexibility to work evening and weekend hours as needed for meetings and projects.

**Job Summary:** The Director of Philanthropy will carry out the organization's mission by managing all gift revenue-generating activities. Responsibilities will include developing, implementing, and evaluating short- and long-range fund development strategies and donor cultivation activities that will meaningfully engage and motivate donors to meet annual fund development and capital budgetary goals.

**Supervisory Responsibilities:**

- Directly supervises the Sponsor & Membership Director
- Recruits, interviews, hires, and trains development volunteers
- Oversee the daily workflow of the department.

**Duties/Responsibilities:**

- Collaborate with the Chief Executive Officer to create and implement an annual fundraising plan; and planned giving program to meet budgetary goals.
- Collaborate with the Sponsor & Membership Director and the Chief Executive Officer to create and implement an annual Membership and Sponsorship plan to meet fundraising goals.
- Identify, cultivate and solicit donors, patrons and volunteers.
- Identify and secure grant funding; write grants and case statements; submit proposals.
- Manage fundraising and special events.
- Serve as board of trustees staff liaison.
- Help develop Capital Campaign strategy and oversee solicitations.
- Serve as point-staff person for capital and fundraising committees
- Create strategies and implement plans to increase the Endowment to meet budgetary goals.
- Develop marketing pieces used for donor cultivation and fundraising with support of the Marketing team.
- Work with the Friends of THCPA to build membership and increase donor retention.
- Furnish Chief Executive Officer and Board with regular progress reports.
- Collaborate with a network to identify and build relationships with new donors.
- Manage the implementation and operation of development software.
- Oversee and delegate as needed, data entry and gift processing.
- Other duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent sales and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient skills in Grant Writing, Event Planning and Donor Solicitation.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficiency with Google Suite and Microsoft Office Suite software.

**Education and Experience:**

- Bachelor's degree or equivalent, preferred. Preferred course of study: non-profit administration, business administration, communications or a similar field.
- At least two years related experience required.
- CFRE Certification, preferred.

**Compensation and Benefits:**

- Competitive wage package ( pay rate is based on experience)
- Salary in the range of 65K - 75K a year
- Benefits (Health Insurance, Dental Insurance, Life Insurance, Vision Option, Supplementary Insurance option, Simple IRA)
- Paid time off
- Paid holidays
- Employee discount

**Physical and Environmental Requirements:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Environment: Work is performed primarily in an indoor theatre, and stage environment; exposure to noise, dust, variance in temperatures, moisture and/or humidity; electrical energy; work with machinery; work at heights on scaffolding and ladders. The employee may be required to work or meet in the evenings and/or on weekends.
- Physical: Primary functions require Sufficient physical ability to work in an office setting and operate office equipment; work with and around equipment and machinery; perform physically demanding technical duties; walk, stand or sit for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling.

**Notes:** This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required for the job. The successful candidate for this position will be subject to a comprehensive pre-employment background check, including but not limited to social security verification, education verification, national criminal background checks and other categories relating to the position. THCPA is an equal opportunity employer and does not discriminate on the basis of race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks. THCPA is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this vision are encouraged to apply.