

Position Title: Development Director

Reports to: Executive Director

Salary: Full-time. Exempt.

Purpose of Position: The Development Director is a key member of Theatre Lawrence's leadership team and is responsible for planning, implementing, and evaluating a comprehensive development program that supports the organization's artistic, educational, and community-focused mission. This position leads all contributed revenue efforts. The Development Director works closely with the Executive Director, staff, and board of directors to build strong donor relationships, expand community partnerships, and secure the financial resources needed to sustain and grow Theatre Lawrence's programming.

Responsibilities:

Sponsorships

- Identify, cultivate, solicit, and steward relationships with local and regional businesses.
- Develop annual sponsorship packages for season, show, education program, and special event sponsorships.
- Ensure sponsor benefits are fulfilled and recognized across print, digital, and onsite channels.
- Solicit and secure in-kind gifts and partnerships and ensure those partnerships are recognized accordingly.

Individual Giving & Donor Cultivation

- Oversee annual membership campaign, including appeals, donor recognition, and stewardship engagement.
- Develop and maintain a portfolio of individual donors and prospects, including major donors.
- Design and implement cultivation opportunities, donor communications, and special experiences that deepen engagement.
- Coordinate with the Executive Director and board members on major gift solicitations.
- With Executive Director and board members, promote, and sustain a planned giving/legacy society.

Fundraising Events

- Serve as lead staff member for annual fundraiser (gala, concert, etc).
- With Executive Director develop event goals, budget, and revenue strategies.
- Oversee event planning logistics in collaboration with staff and volunteer committees.
- Serve as primary staff contact for any additional fundraising events that may occur during the year.

Grants & Institutional Giving

- In partnership with the Executive Director, research, write, and submit grant proposals to foundations, corporations, and government agencies.
- Manage reporting requirements, deadlines, and compliance.
- Maintain grant calendar and track progress against goals.

Data & Donor Stewardship

- Manage donor database (Ludus) including gift entry, reports, and segmentation.
- Ensure accurate and timely donor acknowledgments.
- Prepare development reports for leadership.
- Maintain confidentiality and high ethical standards in all fundraising activities.

Board & Volunteer Engagement

- Work with board development committee to support fundraising initiatives and donor cultivation.
- Provide training or tools for board members to assist with cultivation and stewardship.
- Engage volunteers to support development activities and events.

General Responsibilities

- Collaborate with the Marketing Director to align messaging, campaigns, and communications.
- Represent Theatre Lawrence at community events, performances, and donor activities.
- Participate in strategic planning and organizational leadership initiatives.
- Attendance at relevant evening and weekend functions is required.
- Other duties as assigned to support Theatre Lawrence's mission and growth.

Qualifications:

Required

- Minimum 3 years of experience in fundraising, development, donor relations, arts administration, communications, or related experience.
- Demonstrated success in securing corporate sponsorships and grant writing.
- Strong interpersonal, verbal and written communication skills.
- Ability to master fundraising software and maintain donor records and correspondence.
- Valid driver's license and ability to travel within the community.

Preferred

- Event planning and volunteer management experience.
- Knowledge of the greater Lawrence community including area philanthropic communities.
- Experience working on capital campaigns.
- Knowledge of and passion for theatre - specifically the impact of a thriving community theatre.

Compensation & Benefits:

- Salary range \$60,000-\$70,000, commensurate with experience and qualifications.
- Full-time, exempt position.
- Health care benefits.
- PTO, holidays.
- Professional development opportunities, theatre ticket stipend.
- Flexible work schedule, in a collaborative work environment.