

DIRECTOR OF DEVELOPMENT

Department: External Relations

Reports to: Managing Director

Direct Reports: Corporate Giving and Events Manager, Individual Giving Coordinator, Institutional Giving Consultant

Classification: This is a full-time, exempt (salary) position

Compensation: \$95,000 - \$100,000 annually, plus an array of benefits including health & dental insurance.

How to apply: Please submit resume and cover letter to human.resources@longwharf.org. Please include in the subject line: "Director of Development"

The Invitation:

Long Wharf Theatre (LWT) seeks an experienced, innovative and highly motivated fundraising professional to join the theater's leadership team as Director of Development.

Long Wharf Theatre is a nationally renowned regional theatre, now in its 59th season. Rooted in the belief that nothing is better than the excitement that ensues when we are brought together by the transformative power of theatre, we are actively reimagining what that experience can be. The national spotlight is on LWT as we revolutionize the model, making theatre more accessible, sustainable and impactful while upholding our commitment to excellence. We invite a fearless and visionary Director of Development to work in partnership with the Board and executive leadership as we build on our legacy of bold, innovative and boundary breaking theatre.

Leading the development arm of the External Relations department, this position fills a key position within the LWT leadership team and is integral in raising about \$4 million each year and in supporting the team's central role in our community and our field.

The Work Environment and Culture:

Long Wharf Theatre is committed to being an inclusive workplace, and strongly believes in the importance of having a diverse group of individuals represented both onstage and off. The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including, but not limited to):

The Director of Development will create, lead, plan, and manage a comprehensive development and fundraising effort to engage, deepen and sustain LWT's institutional leadership, enduring legacy and commitment to the continued emergence and advancement of innovators and artistic visionaries in the field of theatre. In collaboration with a wide network of partners and stakeholders, the Director of Development will play a key role in supporting existing organizational relationships and cultivating new opportunities with individual, institutional and corporate donors as well as community leaders.

Primary duties include overseeing all aspects of individual giving (including managing a portfolio of donors and soliciting major gifts); leading the development of strategies and plans for LWT to meet and exceed its revenue goals; collaborating on the launch of a new Capital Campaign; and helping to maintain relations with Board members and other stakeholders.

Development Operations and Strategy

- Collaborate with Artistic and Managing Directors on overall development strategy, including organizing and energizing how we cultivate and steward all constituent relationships.
- Lead and facilitate the strengthening of development best practices, including clear and inspiring communications, concrete goal setting, and timely processing and reporting.
- Attend to communication interfaces with donors including strategies for the website, social media, email and direct mail campaigns. Work in partnership with the Marketing team to coordinate the execution of such strategies.
- With leadership and the Board, help lead the planning and execution of a new Capital Campaign in support of the theater's reimagined model in service to a new generation of theatre audiences and professionals.
- Provide direct supervision and coaching to development staff members and foster a productive organization-wide fundraising culture.

Individual Giving

- Manage a personal portfolio of prospect and donor relationships while utilizing a variety of cultivation and stewardship tools to ensure their connection to, enthusiasm for, and involvement in the life of the theater.
- Lead major gift fundraising by activating the outreach of the Managing and Artistic Directors and executing solicitations with individuals, Board, and institutional donors.
- Develop strategies to increase donor retention rates and giving levels while leading new donor acquisition and upgrade efforts, including identifying and managing the campaign and donor benefits program.

Institutional Giving

- Steward and develop relationships with representatives of key foundations and corporate funders and prospects.
- In partnership with Marketing, expand sponsorship relationships and opportunities with corporate partners.
- Oversee the grant application and writing process, ensuring that the case for support for LWT is always being made effectively and consistently.

Special Events

- Oversee planning of the annual gala, supported by the entire External Relations department, full LWT staff, Managing and Artistic Directors, and the Board of Trustees.
- With support from the Corporate Giving and Events Manager, effectively plan, produce, and execute in-house fundraising and cultivation events. Periodically this role requires some nights and weekends in relation to these events.

Board Relations

- In partnership with Managing and Artistic Directors, manage the stewardship of Board relations, including staffing the External Relations Committee and actively participating in other Committees as advised.
- Liaise with the Board of Directors to communicate fundraising goals and support the Board's efforts in reaching goals through a variety of engagements and activities.
- Participate in board meetings, communicating fundraising goals and strategies, providing detailed updates, analysis, and robust donor reports.

The Skills & Expertise Needed:

- **Fundraising Knowledge:** 5+ years of experience, with significant knowledge of individual giving, and major gift solicitation, and thorough additional understanding of other areas of development including institutional giving, event planning, and planned giving. Knowledge of the Greater New Haven community, and/or the capital campaign and strategic planning process is a plus.
- **Relationship Management:** Excellent social and collaborative skills and a tactful patron service mindset with an emphasis on building and maintaining meaningful and reciprocal relationships with staff, colleagues, stakeholders, and donors.
- **Strategic Vision:** A bold and ambitious perspective on the value of the arts as an engine for civic engagement, and strategic insight on how relationship-building and storytelling can define LWT as a leader in that space.
- **Cultural Competency:** An understanding of Antiracism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds.
- **Entrepreneurship:** An excitement to develop new systems and structures that build on past good practice and are rooted in equity, collaboration, and vision.
- **Leadership:** The ability to train, manage, supervise, and empower a growing department, and to offer guidance to an expanded team of colleagues and members of the LWT community.
- **Communication:** The ability to communicate transparently and effectively across mediums with an emphasis on interpersonal communication.
- **Time Management:** The ability to efficiently manage time, effort and decision-making skills across various programs and departmental operations.
- **Software Knowledge:** Fundraising database experience, including moves management and reports is appreciated, but not required.

Vaccination against COVID-19 is strongly encouraged.