

DEVELOPMENT DIRECTOR - POSITION DESCRIPTION

Skylight Theatre Company (SkylightTheatre.org) is seeking a hands-on, experienced full time/exempt Development Director. Working with the Artistic Director and Executive Director, this position performs the Development functions for the organization and is responsible for the donor database, fundraising events, and building enthusiastic, supportive relationships with donors, sponsors and patrons. Working collaboratively with Skylight colleagues and the Board of Directors, the Development Director reports to the Executive Director.

SKYLIGHT THEATRE COMPANY

Recognized as a “powerhouse of new play development” by Dramatist Magazine, the Los Angeles intimate theatre company includes Lee Blessing, the Pulitzer Prize finalist and Tony Award nominated playwright, as Director of their resident writers laboratory. Winner of five awards in 2018, including two ‘Best Production’ wins for “Rotterdam,” the 36-year-old nonprofit is dedicated to diversity, equity, and inclusion in their work and the people they work with. With a focus on discovering, developing and producing compelling new works that expand mainstream theatre while nurturing and educating the people that create them, plays premiering at Skylight Theatre Company have gone on to be performed Off Broadway, nationally and internationally. Recently Center Theatre Group remounted “Rotterdam” at the Kirk Douglas Theatre as a 2019 Block Party selection. After producing over 100 World Premieres, and working with hundreds of teens and young adults, Skylight Theatre Company remains dedicated to the power of the Artist to create change.

MAJOR RESPONSIBILITIES

RELATIONSHIP MANAGEMENT

- Working in the OvationTix CRM system, organize and update records to support development activities, including the tracking of donor communications and meetings to ensure institutional memory of donor relationships; provide continued accurate maintenance. Utilize the system to maximize its capabilities.
- Identify and develop viable donors, sponsors and grant-makers, in-kind supporters and partners
- Provide methodologies, resources, and tools to cultivate partner and donor relationships
- Working closely with the Board, develop Skylight’s “elevator” pitch and outline next steps for cultivating donors and Board membership. Provide tools for Board fundraising, including capital and special projects
- Serve as the lead person for future capital campaigns
- Meet with and develop stakeholder relationships to build greater understanding of wants and needs
- Working with Skylight staff, create initiatives that promote deeper relationships with patrons, donors and sponsors.
- Develop and write donor acknowledgements, cultivation and recognition materials.

FOUNDATIONS, SPONSORS, AND MAJOR DONORS

- Identify grant-making opportunities - Foundations and Trusts (public and private); Write grants in support of Skylight’s mission.
- Develop a sponsorship and/or naming program with corporate sponsors.

- Work with Skylight’s executive staff to identify opportunities for enhancement of productions scheduled for production (individual donors, corporate, foundations, trusts)

SPECIAL EVENTS AND GIVING PROGRAMS

- Plan and execute (with staff assistance) fundraising events; includes annual Skylight Salute, and Get INKed celebrity play readings.
- Plan and execute giving programs for unrestricted contributions including Skylight’s end-of-year “Say Yes” campaign and special projects.

STRATEGY AND PLANNING

- Working with the Executive Team, executive a comprehensive development plan with measurable goals and outcomes, consistent with the Skylight’s mission and fiscal needs

OPERATIONS / INTERDEPARTMENTAL

- Collaborate in the preparation of organizational-wide budgets.
- Assist with Marketing strategies to improve audience participation and sales.
- Develop Organizational marketing materials that tell Skylight’s story online, in newsletters, and “take-away” materials. – Why get involved with Skylight Theatre Company?
- Help develop strategies and efforts that build greater community visibility and involvement.
- Help build strong partnerships that benefit both Skylight and Community partners
- Develop communications flow for patron cultivation and recognition.
 - Be present or alert appropriate Directors/Board to greet VIPs when present at Skylight
 - Provide talking points and next steps as appropriate for “friends building” from a variety of sources (Box Office, Artistic Staff, Executive Staff, Board)

QUALIFICATIONS AND ATTRIBUTES

- A minimum of three years of development experience
- Proven success at meeting and exceeding revenue goals
- Excellent computer/technology and administrative skills, experience with CRM systems, Word, Excel, and online research
- Excellent writing skills
- Ability to work effectively and collegially with staff, Board members, patrons, and supporters
- Superb interpersonal skills and the ability to interact discretely and appropriately with professional artists and other industry professionals as appropriate.
- A spirit of curiosity and tenacity to “get the job done” often with limited resources
- The appropriate candidate will be diligent, tireless, passionate about the cause, and able to build and articulate a compelling case for support to a diverse group of donors and prospects.

POSITION AVAILABLE: June, 2019

- Compensation: \$45,000 - \$55,000 DOE

Principals only send cover letter, resume and three references in Word or PDF formats to sg@SkylightTheatreCompany.org with “Development Director” in the subject line. No phone calls please.

Skylight Theatre Company is dedicated to diversity, equity, and inclusion in our work and the people we work with. If you are not a candidate for the position we encourage you to share the job description with friends and colleagues.