

Development Manager - TheaterWorksUSA

Position Overview

TheaterWorksUSA, a leading provider of theater for young and family audiences, is seeking a passionate **Development Manager** to join our team. This front-line fundraiser will be responsible for managing individual donor relationships and overseeing fundraising campaigns, development strategies, and events. A successful candidate will be familiar with donor cultivation and stewardship, as well as have a strong interest in building relationships with TheaterWorksUSA's Board and donors.

Reporting to the Managing and Artistic Directors, this position is ideal for an ambitious early- to mid-career professional who seeks to grow within a dynamic, artist-driven organization.

Key Responsibilities

Individual Giving

- Collaborate with the Managing Director and Artistic Director to develop and implement strategies for individual giving.
- Conduct donor research, manage cultivation and stewardship efforts, and oversee solicitation and recognition strategies for individual donors.
- Lead bi-annual individual fundraising campaigns and smaller targeted solicitations in collaboration with the Marketing and Sales team.
- Oversee the creation and distribution of donor communications, including thank-you letters, invitations, and other collateral.
- Serve as TheaterWorksUSA's ambassador at events, cultivating relationships with donors and potential supporters.
- Oversee gift entry and progress reporting

Events

- Plan and execute donor cultivation and special events, including receptions, opening night parties, and benefit readings.
- Manage the annual Benefit, including all aspects of event planning, online and in-person auctions, and paddle-raises.
- Oversee guest lists, RSVPs, and seating requests; manage on-site event logistics when necessary.
- Availability for evening and weekend events as needed.

Board of Directors

- Prepare development reports for Board meetings
- Assist in managing the Board's annual giving and follow up on pledges.
- Work with leadership to identify opportunities for Board engagement and leadership development.

Ideal Candidate Will Have:

- Prior experience in development, fundraising, or sales.
- Strong event management and organizational skills.
- A commitment to Inclusion, Diversity, Equity, and Accessibility (IDEA) principles.
- Proficiency in Microsoft Office, Google applications, and CRM software (Salesforce experience a plus).
- A passion for the performing arts, especially in young and family theater.
- Excellent written and verbal communication skills.

This is a full-time, exempt position with a salary range of \$75,000-\$85,000. Benefits include health, dental, vision, 403b retirement, and commuter benefits. TheaterWorksUSA offers a hybrid work environment, with time spent in the office and remotely.

Please send your resume and cover letter to development@twusa.org with the subject line: Development Manager – [Full Name].
