

Northlight Theatre

Job Description
2023-24 Season

Job Title: Director of Advancement

Category: Regular Full-Time, Salaried with Benefits, Exempt

Overall Description: Working under the supervision of the Executive Director, the Director of Advancement is responsible for developing and implementing a strategic comprehensive fundraising plan for the Theatre in coordination with the Capital Campaign; supervising the Advancement staff; and recruiting and managing the Board of Trustees & Advisory Council in conjunction with the Executive Director. This senior position partners with the Theatre's leadership to ensure financial stability and to build strong community relationships. The Director of Advancement frequently represents the Theatre with key stakeholders, community members, donors, and organizational allies.

Responsibilities include but are not limited to:

- Develop and implement a strategic and comprehensive fundraising plan for the theater which builds sustainable and consistent contributed support for the theater's general operations in coordination with the Executive Director, key staff, and Board members.
- Identify and cultivate major gift individual donors and prospects and personally solicit gifts in coordination with the Capital Campaign Director.
- Identify and develop new sources of corporate, foundation, and government funding.
- Supervise the Grants Manager and participate as appropriate in writing proposals, building relationships, and stewarding grants. Ensure timely submission of all proposals and reports.
- Help lead the Board of Trustees and Advisory Council as advocates, major donors and connectors to other donors including individuals, foundations, corporations, and businesses. Attend Board and Advisory Council meetings.
- Serve on the Nominating and Governance Committee. Identify, recruit, and orient new Board and Advisory Council members with leadership and the Committee. Serve on or attend other Board Committee meetings as requested.
- Provide Board training in fundraising, driving Board participation in fundraising and hosting Board and Corporate prospects at openings and other events.
- Manage staff and board members to ensure effective acquisition and stewardship of donors.
- Manage the Planned Giving program and actively recruit new members.
- With appropriate staff, develop, coordinate, and implement the Annual Gala fundraising event. Serve on the Board Gala Committee.
- With appropriate staff, develop, coordinate, and implement cultivation events both at the theatre and in the community to develop new patrons and/or donors and to increase visibility of Northlight.
- Supervise and manage the day-to-day operations and activities of direct reports. Ensure internal coordination and communication.
- Develop annual budget for Advancement department with staff leadership and provide monthly projection information. Manage and approve Advancement expenses.
- Working with the Director of Marketing and Communications, support and implement integrated marketing and communication plans as they relate to Advancement priorities. Ensure that fundraising messaging is consistent and aligned with broader communications as well as with all messaging related to the capital campaign.
- Work collaboratively with all Northlight staff to achieve development goals, including timely notice of proposal needs, regular cash flow projections, and coordination of cross-departmental programming as appropriate.
- Collaborate with consultants as needed. Coordinate with Capital Campaign Director and Consultants.
- Attend and actively participate in department head and staff meetings.
- Adhere to Northlight policies as listed in Employee Handbook
- Perform any additional duties as assigned by Supervisor
- This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, within regularly scheduled work hours or as needed, in all Northlight functions as requested, on site and off.

Qualifications: Must have at least 8 years' experience in fundraising/development with a proven track record of success in securing gifts from individuals, foundations, corporations, and other sources. Excellent communication, interpersonal and relationship-building skills. Minimum of 5 years' experience managing a team with demonstrated leadership skills. Demonstrated ability to take primary responsibility for diverse projects and complete them in a timely manner with limited supervision. Excellent verbal, writing, listening and collaborative skills. Ability to effectively manage staff, and to develop and execute a business plan for the department. This position works flexible hours including nights and weekends at multiple sites, including the theatre and meetings with donors & community members at various locations. Car and valid drivers' license required.