

# Director of Development

Pay: \$120,000 annual salary

Status: Full-Time, Exempt

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## **About the Role**

ACT Contemporary Theatre (ACT) is in the midst of a transformative organizational change as we greatly anticipate and plan for an upcoming merger with Seattle Shakespeare Company, effective July 2025. We are excited to announce an extraordinary opportunity for a strategic, highly motivated, and collaborative Director of Development to join our dynamic team at a crucially important time in our shared journey.

The Director of Development will be entering the organization at a time of great momentum. The successful candidate will see the incredible opportunity that awaits with the merging of two prominent artistic leaders in the Pacific Northwest. The ideal candidate is to be expertly skilled at relationship building as well as activating a team to implement an effective fundraising plan to support ACT & Seattle Shakespeare's strategic priorities. They will be tasked with building a sustainable culture of philanthropy and cultivating transformative gifts, while expanding the merged theatre's base of support to enable ACT & Seattle Shakespeare to be the premier contemporary, classical, and Shakespearean theatre of the Pacific Northwest, and beyond.

The new Director of Development will bring a genuine sense of excitement and passion for the merger of ACT & Seattle Shakespeare. The ideal candidate will bring significant experience in using a data-driven and relationship-centered fundraising approach that incorporates departmental benchmarks that reflect growth and specific targets for different areas of giving. This position collaborates closely with our highly engaged Board of Trustees by providing detailed and consistent reports of progress towards annual fundraising goals, including the development of monthly reports, and timely responses to Board questions and requests.

The role is a hybrid position with 3 days per week minimum onsite and in the field building relationships within our community. The salary for this position is \$120,000 annually. ACT provides comprehensive benefits, including access to medical insurance, with ACT paying 92% of monthly deductible for the HMO plan, dental and vision insurance with employee contribution. Long term and life insurance premiums are fully covered by ACT. We offer 11 paid holidays, access to a 403b plan and \$5 downtown parking (except during major conventions), and free tickets to ACT productions. PTO begins at 20 days per year and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

## **Responsibilities include but are not limited to:**

### **Fundraising Leadership & Strategy**

- Develop and lead a visionary and comprehensive fundraising strategy that secures revenue streams, supports ACT & Seattle Shakespeare's mission and achieves annual contributed revenue targets through building and maintaining relationships
- Set long-term and short-term fundraising goals and plans to achieve annual targets
- Successfully collaborate and coordinate with all departments to ensure consistent messaging and branding through all Development communication and efforts
- Provide tactical direction for all Development efforts, including capital and operating fundraising strategies
- Oversee contributed income and projection tracking across the department
- Create, implement, and monitor infrastructure systems that build a sustainable and thriving Development department

- Collaborate with stakeholders in communications and content to ensure Development messaging is strategically aligned and effective in donor engagement and solicitation design development
- Lead the Development team to plan, cultivate, steward and inspire donors in their investment in ACT & Seattle Shakespeare's vision
- Be an active leader in ensuring ACT & Seattle Shakespeare's fundraising incorporates diversity, equity, inclusion, accessibility and belonging best practices
- Lead planning of potential major fundraising campaigns in addition to existing fundraising efforts

### **Donor Engagement, Cultivation, & Event Management**

- Create a systematic, relationship-based, and effective process for identifying and qualifying prospective donors
- Partner with Managing Director and Individual Giving Manager to lead development of creative strategies to engage donors and actively engage in stewarding major gifts
- Act as lead strategist to the Managing Director and Artistic Director for Development, supporting the most effective engagement plans for a diverse range of donors
- Oversee and approve the collaborative creation of all fundraising materials within the Development department, including appeals, grant proposals, reports, newsletters, and annual reports
- Collaborate with internal teams, including the Board of Trustees, to ensure a successful fundraising event that engages key stakeholders and meets revenue goals
- Participate in intentional learning efforts, including events relating to effective operational management, understanding institutional racism, building cultural competency, and exhibiting a commitment to EDIAB (equity, diversity, inclusivity, accessibility, belonging)
- Maintain professional growth and development through seminars, workshops, and training to stay informed of the latest trends in philanthropy and development

### **About You**

- 5+ years of fundraising non-profit arts leadership experience with a proven track record setting and implementing comprehensive fundraising strategies, with a focus on major donors
- Familiarity with the Pacific Northwest theatre and arts community and a passion for stewarding ACT & Seattle Shakespeare's fundraising to new heights
- Demonstrated success developing and executing comprehensive development plans that meet institutional, team, and revenue goals, with a focus on major donor portfolios, securing significant donations, and expanding the donor base
- Adept with use of data and research to build and inform highly effective and innovative engagement strategies
- Demonstrated experience in strategizing and managing productive engagement and solicitation strategies for individuals, foundations, government bodies, and corporations
- Experience with developing and leading effective, informed, and effective campaigns
- Proven record of nurturing long lasting relationships that match donor interests with organizational priorities
- Skilled in leading teams and individuals, using performance management best practices
- Ability to craft persuasive proposals and donor correspondence as well as engaging effectively and appropriately in person
- Results-oriented approach with an effective and inspiring leadership style
- Experience using data to communicate with organizational leadership and an engaged Board
- Sound use of judgement and discretion to maintain confidentiality of donor information
- Experienced and proficient with donor database management and related systems, such as Tessitura
- Ability to attend ACT & Seattle Shakespeare's performances and events on a regular basis to build relationships and cultivate and steward donors, including in the evenings and weekends

- Ability to attend evening and weekend events as needed
- Ability to pass a background check process that complies with the Fair Chance Employment Ordinance

### **Physical Skills/Work Environment**

Work is performed primarily in an office setting. Primary functions require ability to work in an office setting, to operate office equipment requiring repetitive hand movement and coordination including use of a keyboard and to communicate effectively both verbally and in writing. Vision and hearing are sufficient, with or without correction, to read screens, printed documents, and to operate assigned equipment. While performing the duties of this job, the employee is regularly required to operate a computer and telephone. Must be comfortable with cold calls and other forms of direct, initiated conversation.

Work environment includes a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces.

### **About ACT**

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

### **Equity and Inclusion**

ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

### **Our Values**

Forward Thinking \* Quality & Integrity \* Learning & Development \* Inclusive \* Transformative \* Civic Minded  
\* Healthy Relationships & Mutual Respect \* Well-being

### **To Apply**

Please send a cover letter and resume to [astrid.helgeson@acttheatre.org](mailto:astrid.helgeson@acttheatre.org). Include in your cover letter any training or experience relevant to the position that you would like to highlight and specify why you are interested in joining ACT & Seattle Shakespeare.

If you are not sure if you meet all of our qualifications but believe you could excel in the role, you are encouraged to apply. We are committed to considering a wide range of applicants, including those with diverse experience and backgrounds. If reasonable accommodation is required to participate in the job application or interview process, please contact [astrid.helgeson@acttheatre.org](mailto:astrid.helgeson@acttheatre.org).