

Position: Director of Development
Reports to: Managing Director

Department: Development
Classification: Senior, Full Time, Salaried, Exempt

ACT – A Contemporary Theatre, a professional not-for-profit arts organization in Seattle, is seeking qualified applicants to fill the position of Director of Development. The theatre operates on a \$6M operating budget, 40% of which is generated from contributed income.

Under the leadership of Artistic Director John Langs and Managing Director Becky Witmer, ACT produces five artistic programs: [Mainstage](#), [ACTLab](#), [Young Playwrights Program](#), [Core Company](#), and the [New Works](#) initiative. The theatre was founded in 1965 and holds a distinguished reputation in the cultural fabric of the Puget Sound region. ACT's facility is the eight-story national historic landmark [Eagles Building](#), home to five performance and event venues, multiple lobbies, administrative offices, and scenic production shops. ACT produces and hosts over 500 individual performances each year and draws attendance over 140,000.

The Director of Development is a member of the senior management team and is responsible for the overall fundraising operation. The Director leads a team of development professionals to identify and secure funding support for the mission and the facility.

A successful candidate takes pride in the work of the theatre and the landmark facility, telling the story of ACT's mission in compelling ways to the donor community to earn their support and financial investment.

Fundraising & Donor Relations

- Lead the fundraising strategy that incorporates Annual Fund, Corporate, Foundations & Government, Major Gifts, Planned Giving, and Special Events into the annual operations plan
- Connect donors to the five artistic programs and historic landmark building
- Create proposals for and pursue investments from donors in support of ACT's mission
- Build a strong, trusting relationship with Executive and Artistic leadership and the Board
- Collaborate with the Board Development Chair to increase trustee participation in fundraising
- Build a network of contacts in the community to introduce to the theatre
- Understand the capital needs of the building and the sources of funding needed to sustain it

Department Administration

- Set the tone for a high functioning department, empowering the team to achieve goals
- Continue a standard of excellence in donor communication and activities
- Create annual revenue and expense budgets and manage them responsibly
- Have a working knowledge of the Tessitura database system and make certain it is maximized as a critical resource for everyone on the team
- Identify metrics that inform benchmarking progress
- Report financial progress and key metrics at staff and board meetings

Skills & Qualifications

- Record of measurable success in raising funds for a mid to large-size budget not-for-profit
- Experience in working with a cultural not-for-profit, and/or LORT Theatre, is a plus
- Managerial experience in the oversight of a team and setting a positive work environment
- Successful track record of personally identifying, cultivating, and soliciting contributions
- Skilled in written and oral communications and presentations
- Tessitura experience a plus
- Adept at using Microsoft Office Suite

Personal Attributes

- Values that include a commitment to equity, diversity, and inclusion in all forms
- Belief in arts & culture as a fundamental pillar of a healthy community
- High standard of ethics, confidentiality, and accountability
- Positive attitude and workplace interactions
- Work-life harmony is encouraged

Strategic Initiatives

The following items will have short and long-term impact on the organization. The Director of Development will play an important role in maximizing these opportunities.

ACT's Board of Trustees recently voted to approve

- Strategy and commitment to eliminate all remaining debt by the end of 2018
- 3-5-year strategic planning process led by professional consultants
- Training for the board on equity, diversity, and inclusion

ACT is focused on a major milestone opportunity in the year 2025

- Centennial celebration of The Eagles Building, our national historic landmark home
- 60th Anniversary of ACT
- 50th Anniversary of ACT's beloved adaptation and production of *A Christmas Carol*

Compensation & Benefits

- Beginning annual salary: \$75,000 - \$85,000
- A-rated health insurance plan
- Parking space optional
- Complimentary ACTPass

To Apply

This position is open until filled with an immediate start date available. To apply, please send a current résumé and cover letter stating how your qualifications, experience, and goals are a match for this position to:

Becky Witmer, Managing Director becky.witmer@acttheatre.org

Please include in the subject line: Your Last Name, Director of Development Position

No phone calls, drop-ins, or physical mailings please.

The information presented indicates the general nature and level of work expected of this position. It is not a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACT is an equal opportunity employer committed to diversity in all aspects of its programming and organization.