

Senior Development Officer

Salary Range: \$80,000-\$85,000 Annually

Status: Full-Time, Exempt

ACT is seeking a Senior Development Officer to join a dynamic Development Team. This ideal candidate is excited about helping ACT take things to the next level on the contributed revenue front. This position is a key member of the Development team and its activities. The specific responsibilities cover a full spectrum of development work. They collaborate with ACT staff, Trustees, and volunteers to cultivate, steward, and solicit gifts. The Senior Development Officer manages a portfolio of \$5,000+ donors, comprised of individual, corporate, family foundation, and in-kind donors. Making effective use of our database system and other institutional resources, they will work to ensure appropriate management of donors and prospects.

The Senior Development Officer assists and/or leads in short and long-range strategic planning activities to create and implement fund-raising goals and objectives. They will plan and conduct programs and activities designed to increase the visibility of ACT to a variety of local, regional, and national constituencies.

The Senior Development Officer will lead the Planned Giving program. They will be responsible for including planned giving in existing donor activities and creating new opportunities to market the Falls Legacy Circle. The Development Officer will be responsible for growing ACT's corporate partners program and identify opportunities for engagement. ACT's Development team works together to effectively manage and steward individual and institutional donors and prospects. Special events, enhanced performance experiences, newsletters, and recognition opportunities are all tools used by the department and activities this position may steward or participate in.

As one of the primary external voices of ACT, they must execute that voice with care, creativity, authenticity, and good judgement.

Benefits include health insurance, paid sick, vacation, and holidays, 403b plan, access to \$5 downtown parking, and free tickets to ACT productions. COVID-19 vaccination is a condition of employment.

Responsibilities Include (But Are Not Limited To):

Individual & Planned Giving – 60%

- Responsible for the cultivation, acquisition, stewardship, and renewal of individual donors, primarily at \$5,000+ annual giving
- Manage direct mail for specific segments of the donor base
- Write letters, emails, proposals, solicitation materials for Annual Fund, Special Events, Initiatives, and Campaigns
- Contact donors through in-person meetings and events, phone calls, emails, and letters
- Conducts research to identify prospects and/or donor interest to create strategies that align with ACT priorities
- Activate Planned Giving (Falls Legacy Circle) at ACT
- Serve as liaison with Finance for estate gifts and bequest related activities

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Corporate Giving – 25%

- Responsible for successfully re-establishing and managing corporate partners, primarily through ACT's fundraising events
- Research, write, edit, and prepare persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials in support of corporate fund-raising activities
- Manage organizational stewardship and recognition of corporate and institutional donors
- Regularly review and update benefits offered to corporate partners

Other Duties – 15%

- Establish and maintain collaborative working relationships with development colleagues, Trustees, and other constituents to maximize the department's total contributed revenue, plan solicitation strategies, and leverage joint solicitation efforts
- Serve as the staff leader for select volunteer groups including Falls Legacy Circle
- Participate in organizational and departmental strategic planning
- Develop, propose, and manage applicable portions of the Development Department budget
- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- Participate as an active member of ACT's External Affairs team (internal and external)

Qualifications/Skills

- Minimum 5 years' experience in the development/philanthropy space
- Demonstrated ability in securing \$5,000+ gifts and grants from individuals, corporations, foundations, and other private funding sources
- Direct mail and annual fund-raising experience; campaign experience a plus
- Demonstrated success planning and implementing donor events
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes and budgeting
- Proofreading and editing skills desired
- Exceptional interpersonal skills and the ability to interact effectively with leadership, prospects, donors, and artists
- Community relations skills and the ability to communicate and work effectively within a diverse community
- Established networks and contacts
- Ability to exercise sound judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives
- Database management skills
- Ability to meet with donors and prospects (in-person and virtual)
- Ability to foster effective working relationships within a team environment
- Successful project management skills
- Excellent writing, editing, and organizational skills
- Intermediate to advanced knowledge of Microsoft Office Suite and Slack



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- Knowledge of Tessitura a plus
- Drive to collaborate to achieve common goals, problem-solver, detail-oriented, support driven, work independently on multiple projects at a time
- Interest in and ability to learn the intricacies of a producing theatre organization
- Attend performances and events
- Flexibility in scheduling, occasional weekend and evening work will be required based upon program calendar

About ACT

ACT is where artistic ambition and civic engagement unite. We envision a world where the power of theatre expands our collective understanding of community and our own humanity. One of the great benefits of having a contemporary theatre in our community is that we ensure all artists shaping our culture have a voice in driving the theatre of tomorrow. Over the last 55 years, ACT has supported these voices as they sharpen and grow and has honed its mission around nurturing the theatre makers of the next generation.

Our renewed commitment to New Works by local playwrights leads our theatre back to life during this extraordinary time of transition bringing Seattle's voice beyond our stage into the national conversation. ACT's dedication to producing bold, relevant, works on contemporary themes sparks an authentic curiosity about the human condition matched by an audacious spirit fueled by groundbreaking work.

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to equity, diversity, inclusion, accessibility, and belonging

Physical Skills/Work Environment

While performing the duties of this job, the employee is regularly required to operate a computer, use a telephone, and move through a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment. Must be comfortable engaging with others in person and on the phone. Some physical work with event and office supplies.

To Apply

Submit resume and cover letter with "Senior Development Officer" in the subject line to work@acttheatre.org