



## **Development Manager at Palm Beach Dramaworks**

### **Job Description:**

The Development Manager (DM) is an exempt position which reports to and works closely with the Managing Director (MD) and Chief Financial & Operating Officer (CFOO).

The DM will conceptualize, foster, and implement fundraising strategies to secure financial support for organizational programming, initiatives, and strategic goals. Strategies will include detailed and measurable plans for soliciting new donations, stewarding, maintaining & increasing existing donor support, and diversifying & expanding other donation and revenue streams. The DM will also manage fundraising events and campaigns.

### **Essential Duties & Responsibilities:**

- Prepare and execute fundraising & sponsorship strategies around major gifts, annual fund, planned giving, and fundraising events & campaigns.
- Identify grant opportunities and lead all grant writing and submittal efforts.
- Establish new corporate partnerships and expand already established relationships to materially increase donations & sponsorships.
- Organize and lead all events, working with community partners, vendors, other PBD staff, and the Board of Directors.
- Successfully identify, leverage, and foster community relations, speaking engagements, fundraising events, and other outreach platforms to reach new donors and sponsors.
- Lead donor recognition and stewardship activities; motivate donors to maintain and expand financial commitments.
- Collaborate with marketing and front of house team members to create promotional material for fundraising events/campaigns and all other advancement collateral.
- Regularly & continually measure, analyze, and report on results of fundraising goals/campaigns.
- Meticulously track and reconcile all contribution and sponsorship revenue, including related restrictions and donor allocations; ensure accurate records across departments and software platforms; produce meaningful reports on same.
- Manage & maintain applicable donor and vendor records, ensuring accuracy and compliance with organizational procedures.
- Provide friendly, donor-centered customer service and represent PBD and our mission in a professional and positive manner.
- Keep abreast of fundraising trends and recommend potential internal implementation, as applicable.
- Attend Board & other strategic meetings, as requested/necessary.



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### **Qualifications & Requirements:**

- Bachelor's degree in Business or Arts Administration preferred.
- A minimum of five years of development experience preferred. Experience working in a regional theatre or other performing arts organization a plus.
- Experience researching, identifying, and cultivating relationships, which lead to increased organization funding.
- Previous measurable success meeting organizational fundraising goals, through diverse funding streams.
- Grant writing experience with proven track record.
- Experience securing individual gifts (of at least \$1,000) and donations/sponsorships via events.
- Ability to work within a financial budget.
- Excellent oral and written communication skills.
- Advanced Microsoft Office skills (Excel, Word, Power Point, and Outlook).
- Ability to learn and train on PBD donor/box office databases and website platform.
- Ability to be self-directed and highly motivated.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Detail-oriented, including excellent proofreading and copy-editing skills.
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders.
- Must work onsite at the theatre location, and other sites as needed.
- Must have reliable transportation and a valid driver's license.
- Some night and weekend work required.
- Ability to lift up to 15 pounds.

### **Salary:**

Starting at \$55,000 annually; negotiable based on qualifications and experience.

### **Employment at Palm Beach Dramaworks:**

We are an Equal Opportunity Employer and a smoke-free workplace. In accordance with the hiring policy at Palm Beach Dramaworks, the first 60 days of employment is considered an introductory period. A permanent offer of employment may be made after that time to include an offer of health insurance coverage.

To apply, please e-mail a cover letter and resume to Managing Director, Sue Ellen Beryl at [sberyl@palmbeachdramaworks.org](mailto:sberyl@palmbeachdramaworks.org). No phone calls please.