



## **Position Description**

### **Director of Donor Relations – Phoenix**

**Reports to:** Chief Development and Marketing Officer

**Status:** Full Time

**Salary:** \$75,000

**Application Deadline:** Open Until Filled

**ATC Office Headquarters:** Phoenix

### **About ATC:**

Arizona Theatre Company is the Official State Theatre of Arizona and a member of the respected League of Resident Theatres (LORT). Productions occur in Tucson at the historic Temple of Music and Art and the Phoenix Metro Area at Tempe Center for the Arts. ATC maintains offices in both cities.

### **About the Director of Donor Relations Roles and Responsibilities:**

#### **There's just no better feeling.**

The gift you secured is ready to help ATC continue to produce world-class theatre for the State of Arizona and beyond. Each season, hundreds of current and potential mid-level ATC donors consider whether to support the theatre. As the Director of Donor Relations, your work will determine their answer. You must inspire them to say, **“Yes!”** But before you click “apply,” I should warn you... theatre is highly addictive. ATC’s performances are outstanding, and the donors you will meet are the best in the state. If you passionately believe in the power of great art, have a strategic vision for focused fundraising, and relish in building meaningful, authentic relationships with donors, then we have a job for you!

The Director of Donor Relations plays a key role on ATC’s Development Team, which is responsible for \$3.7 million annually in contributed funds. Under the supervision of the Chief Development and Marketing Officer, we are seeking a talented, experienced development professional who can bring enthusiasm, authenticity, and attention to detail, all in one package. This is an opportunity to boost our Giving Circles membership and create a robust mid-level (\$2K - \$5K) giving program for the organization and execute amazing donor events all while learning and growing in the field of philanthropy.

### **Director of Donor Relations Core Work:**

- Acquire and retain a portfolio of all mid-level gifts to ATC in the Phoenix Metro Area.
- Expand and improve our Giving Circles program.
- Foster Alumni program in Phoenix.
- Lead all donor events in Tempe such as Opening Night Dinners and Page to Stage events.

- Work closely with the Chief Development and Marketing Officer and the entire Development team to meet your goals.

**Required Knowledge, Skills, and Abilities:**

- Excellent organizational, interpersonal, and networking skills with large groups and individuals.
- Excellent written and verbal communication skills.
- Ability to maintain a high level of poise and professionalism in all circumstances, while working in a fast-paced setting.
- Show the ability to take primary responsibility for diverse projects and complete them promptly with limited supervision.
- Ability to work collaboratively in a team setting.
- Ability to work evenings and weekends as required.
- Fundraising in the non-profit arena a plus.
- Passionate about people and connecting with them.
- Proficiency with Microsoft Office 365 software a plus.
- Knowledge of Spektrix donor management software a plus.

To apply please send a resume and cover letter to [development@arizonatheatre.org](mailto:development@arizonatheatre.org)  
Attn: Paula Taylor, with Director of Donor Relations Phoenix in the Subject Line.