



**MATT AUGUST**  
KASSER FAMILY  
ARTISTIC DIRECTOR

**Position: Director of Development**  
**Status: Full-Time Exempt**  
**Application Deadline: Open Until Filled**  
**Benefits: Eligible for ATC employee benefits package**  
**ATC Office Headquarters: Tempe/Phoenix**

**About Arizona Theatre Company:**

Arizona Theatre Company is the official State Theatre of Arizona, Arizona's only fully professional theatre company, and a member of the respected League of Resident Theatres (LORT). Productions take place in both Tucson (at the historic Temple of Music and Art) and Phoenix (at the Tempe Center for the Arts). ATC maintains offices in both cities.

**Position Summary:**

The Director of Development plays a key role on ATC's Development Team, which is responsible for raising \$4 million annually in contributed funds. Under the supervision of the Executive Director, the Director of Development works to establish long-term partnerships, lead fundraising efforts in Phoenix/Tempe strengthen existing relationships, and initiate new contacts within all sectors.

ATC is seeking an individual who is passionate about philanthropy, connected in the Valley and is eager to build loyalty and engagement among donors and subscribers that include meaningful and frequent engagements and behind the scenes experiences. Ideal candidates will also have a successful track record of identifying sources of support from individuals, corporate, foundation and government sources and building strategies and relationships across those sectors.

ATC is looking for a unique individual who is energetic, ambitious, goal-oriented, and creative. Our top candidates will have strong verbal and written communications styles, be organized and have the ability to work both independently and collaboratively with a talent for building strong and productive relationships across constituencies.

**Responsibilities:**

- Identify corporate, foundation, and individual donor prospects and conduct research to determine interest and giving potential.
- Develop, manage and implement cultivation and solicitation strategies for corporate, foundation, and individual donor prospects, including meetings, events, proposals, reports, and agreements.
- Oversee grants, relationships, and reporting for Phoenix based government funders.
- Lead ATC donor events in Phoenix/Tempe
- Steward portfolios of donors and prospective donors.
- Work with ATC trustees to recruit donors within their circle of influence, providing guidance and support.

PO BOX 61893  
PHOENIX, ARIZONA 85082

PO BOX 1631  
TUCSON, ARIZONA 85702

**833-ATC-SEAT**  
**ATC.ORG**



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- Work with staff, artists, and volunteers on a variety of creative donor cultivation events including the development of a signature fundraising event in Phoenix.
- Work directly with marketing staff to create and implement corporate engagement activities and develop and deliver assets.
- Prepare and organize regular reports, manage budget and financial goals; support and add to the overall development strategies for the company.

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

- Bachelor's degree and 5+ years of progressive nonprofit development or relevant experience.
- Knowledge of cultivation, solicitation, and stewardship strategies and techniques. Demonstrated record of success in generating significant commitments from corporations, foundations and private donors.
- Experience with creative event management and event oversight.
- Proficient in the Microsoft Suite and able to navigate complex online applications.
- Demonstrated ability in proposal writing for varied proposal development.
- Demonstrated knowledge of methods, practices, and procedures for obtaining information about the giving programs of corporations and foundations.
- Self-motivation and discipline to regularly set and achieve work goals.
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals.
- Ability to maintain a high level of poise and professionalism in all circumstances, while working in a fast-paced setting.
- Demonstrated ability to take primary responsibility for a diverse number of projects and complete them in a timely manner with limited supervision.
- Ability to work collaboratively in a team setting.
- Arts or theatre experience and passion a plus.
- Knowledge of Spektrix donor management software a plus.

#### **Application Procedure:**

Please send cover letter, resume, and three references to [hr@arizonatheatre.org](mailto:hr@arizonatheatre.org) and reference "Director of Development" in the subject line.

*Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, sex, sexual orientation, religion, disability, or national origin.*

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