



The Department of External Affairs  
is now accepting applications for the position of  
**Development Director**

**Reports to:** Director of External Affairs  
**Status:** Full-time Regular Exempt  
**Supervision exercised:** Development Staff  
**Start Date:** Desired start date in August 2010  
**Salary:** Please provide salary requirements  
**Benefits:** Eligible for ATC employee benefits package

*Position Summary:*

The Development Director is responsible for managing and directing the day-to-day fund development efforts executed in ATC's Phoenix and Tucson offices. The position's primary responsibilities include reaching the development department goals, face-to-face development work with ATC donors and prospective donors, managing the development department staff and executing the department strategies set by the Director of External Affairs and Managing Director. The position is based in Tucson with travel between ATC's Tucson and Phoenix offices.

*Position Requirements:*

- Bachelors degree
- Demonstrated success in direct solicitation of potential donors as well as planning, organizing, and managing fund raising campaigns;
- Proven track record in corporate sponsorships/partnerships;
- High level of skill and attention to detail in the planning and directing of all aspects of department management;
- Ability to understand and work with budgetary procedures and policies and experience reporting both expense and revenue figures;
- Supervisory experience
- Superior oral and written skills with the ability to translate ATC programs into lay language for potential donors;
- A complete knowledge of federal and state laws pertaining to all forms of charitable gifts;
- 5+ years of experience in the non-profit sector in fund development;
- Knowledge and high level of proficiency in donor software system(s) required; Word, Excel and general computer skills;
- Ability to work long hours at times (including some evenings and weekends), and travel between Tucson and Phoenix offices.

*Essential Job Functions:*

- To direct and manage the identification, cultivation, and solicitation of major individual, corporate, government and foundation prospects for ATC.
- To plan, direct, and manage the fund raising activities of ATC in collaboration with the strategic goals created by this position and the Director of External Affairs and Managing Director.
- To coordinate and work closely on marketing and public relations activities with other ATC staff, and coordinate the collaboration between the marketing and development departments where appropriate.
- To develop and/or review public relations materials in support of fund raising activities of ATC.
- To oversee fundraising events, donor recruitment and recognition events, and other special events.
- To coordinate ATC fund raising activities to be in compliance with IRS and the long term goals and policies of the Arizona Theatre Company.
- Develop and closely manage department income goals and expense budgets.

*Physical Demands and Work Environment:* Mobility and sensory capability required for the organization of events, computer utilization, telephone access and communication, communication one-on-one and in meetings. Indoor work environment is climate controlled and has moderate noise levels. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

*Application procedure:* Please submit a resume and letter of interest to Development Director Search at Arizona Theatre Company, 502 W. Roosevelt St., Phoenix, AZ 85003. Fax 602-256-7399. Email [employment@arizonatheatre.org](mailto:employment@arizonatheatre.org)

**NO PHONE CALLS PLEASE.**

**Application deadline:** On-going search

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

*Arizona Theater Company reserves the right to modify or change this job description as business needs dictate.*