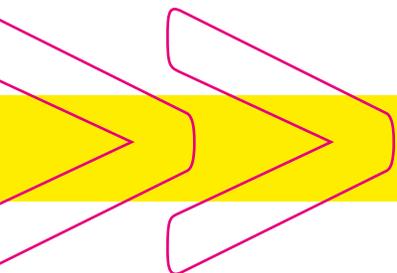




Kelly Strayhorn Theater
5941 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: f 412.363.3416
kelly-strayhorn.org

Administrative Offices
The Alloy Studios
5530 Penn Avenue, Pittsburgh PA 15206
t 412.363.3000 :: f 412.363.4320



JOB POSTING MAY 12, 2014

CONTACT

Alex Bard
Managing Director
alexbard@kelly-strayhorn.org

Development Director

Community Theater Project Corporation, dba "Kelly Strayhorn Theater"

- Reports to Executive Director
- Exempt/Full Time
- The Alloy Studios, 5530 Penn Ave, Pittsburgh PA 15206

Job Description

At an exciting time in its history including two centennial opportunities providing unprecedented opportunities to maximize community investment and engagement in its present and future, the Kelly Strayhorn Theater seeks a creative and experienced fundraising professional to take its fundraising program to the next level.

The successful candidate will have proven organization and communication skills and a passion for community engagement in the arts. This full-time position will work closely with the Executive Director and in collaboration with senior staff to grow and diversify KST's fundraising program to achieve growth and sustainability through increased private investment.

The Development Director accepts front-line accountability for meeting annual revenue goals. The successful candidate will be a confident problem-solver with the ability to initiate, collaborate, and mentor staff and volunteers to achieve fundraising success. Supervisory responsibility includes paid staff, interns, and volunteers.

The key objectives of this position are to:

1. Develop and implement an annual fundraising plan that employs a wide range of strategies and tactics to achieve short and long-term financial and strategic goals.
2. Leverage and maximize KST's programming and existing relationships to increase annual revenue from private sources with an emphasis on major gifts, individual giving, membership and corporate sponsorships.
3. Provide inspiring and visible leadership for the fundraising program that effectively engages and retains donors, Board members and volunteers in working toward its success.
4. Strengthen fundraising systems and infrastructure to effectively manage and maximize growth opportunities. The current system includes a donor tracking database, donor communications, and evaluation/reporting system.

Responsibilities

- Develop and manage the implementation of the annual fundraising plan and calendar.
- Staff the Development Committee of the Board.



- Oversee the management and use of the database to facilitate accurate donor records, regular reporting and analysis, and effective and efficient communications through segmentation and customization.
- Serve as project manager for grants and proposals collaborating on strategy, engaging other staff as needed, writing the proposals and ensuring that deadlines are met and grant reports are accurate and timely.
- Develop, produce and oversee all fundraising communications including, but not limited to, solicitation letters, corporate sponsorship materials, electronic fundraising promotions, etc.
- Serve as project manager for all KST fundraising and donor cultivation events including coordinating and supporting the efforts of KST staff, volunteer committees and the Board.
- Oversee donor stewardship and gift accounting including the timely production of donor acknowledgement letters, recognition events, and activities.
- Research and respond to external fundraising opportunities and collaborate with programming and marketing staff to develop new fundraising initiatives related to KST program.
- Produce regular and comparative fundraising reports that inform the ED, senior staff and the Development Committee about fundraising progress. Highlight areas of success and proactively identify areas for improvement and/or concern.
- Be prepared to accept new challenges and ad hoc responsibilities to advance the KST mission as needed.

Qualifications

- Bachelor's degree is required and a minimum of 5 years fundraising experience.
- Interest in the arts is a must; experience working in a professional arts-related organization supported by a successful and diverse fundraising program is highly desired.
- High energy, positive attitude, flexibility, teamwork, and attention to detail; high degree of initiative and sense of urgency. Ability to enthusiastically represent KST to diverse audiences.
- Demonstrated ability to meet revenue goals a must with experience in major gifts, individual giving or membership programs, and/or corporate sponsorships having highest consideration.
- Working knowledge of GiftWorks or a similar fundraising database program required.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Proficiency in MS Office, Mac and Windows platforms is required as is the ability to self-support in daily use and document production using these programs as needed and to be willing to learn and utilize additional applications.
- Ability to operate with high integrity as the in-house expert on gift accounting and donor stewardship utilizing best practices in the field.
- Weekend and evening hours are expected.

Salary will be commensurate with experience.

Please send resume and cover letter to:

Alex Bard, Managing Director
alexbard@kelly-strayhorn.org

No phone calls please. This position is available immediately.