

Development Associate

Reports to: Managing Director

Time Commitment: Full-time (40+ hours per week) Occasional Nights and Weekends

Responsible for planning and implementing all fundraising efforts for the theatre in conjunction with the Board of Directors, staff, and volunteers. Working with a grant writer, the Development Director is responsible for overseeing CFRT's contributed income from sponsors, grants, and individual donors.

Job Responsibilities

Fund Development (Donor Development)

- Together with Managing Director, develop long-term fund-development plan to include fundraising goals and strategies.
- Develop and implement individual donor cultivation plan, including donor recognition and communication plans.
- Issue tax letters, thank you notes, and follow through on other donor benefits each year
- Maintain donor records and donor database.
- Identify and research prospective large donors, including, sponsors and co-producers and individuals.
- Serve as liaison for organization at public events and participate in networking and donor cultivation opportunities as applicable.

Co-Producers

- Support Managing Director to identify, cultivate and solicit businesses and vendors for co-producer (show sponsor) consideration.
- Track Co-Producer benefits, follow ups, and payments.

Special Events

- Oversee the implementation of fundraising and donor recognition events including patron party.
- Identify opportunities for and execute special fundraising events, thank you events, and cultivation opportunities.

Endowment

- Maintain database of endowment pledges and gifts
- Work with Foundation to ensure follow-up of annual pledges and recognition for gifts.

Capital Campaign

- Track Pledges, pledge payments, and invoicing on both Phase 1 and Phase 2
- Work with Artistic Director and Managing Director on cultivation events, materials, and follow-ups.
- Work with AD and MD to Issue invitations to shows to cultivation, politician, and donor lists.

Job Requirements

- Detail oriented and self-motivated.
- Strong organizational and follow-through skills.
- Donor Database experience a plus.
- Ability to problem solve.
- Creative mindset and passion for the arts.
- Enjoys people, mingling, cultivating.

**To apply, please send your cover letter and resume to Ella Wrenn at
ewrenn@cfrt.org**