

**Job Title: Development Director**

**Company:** Twilight Theater Company

**Compensation:** Initially Volunteer then Monthly stipend TBA (approx. 10-16 hrs/ week)

**Address:** 7515 N Brandon Ave, 98217, Portland OR

**Reports to:** Producing Artistic Director

Twilight Theater Company (TTC), founded in 2013, seeks to meet a growing need for accessible arts in North Portland by presenting a year-round season of innovative community theatre both for audiences and artists alike. We present 8 mainstage, 3 readers theatre and 1 festival entry presentations per season.

We're currently seeking a part-time Development Director to support growth of financial stability for the day-to-day operations of the theatre.

**Major areas of responsibility typically include:**

- Participation in long-range and annual planning
- Provides leadership for and actively participating in fundraising activities, donor development, grant seeking, writing and grant reporting.
- Participating in developing the annual budget.
- Sits on Fundraising Committee and works with other Committees to meet fundraising goals
- Prepares annual and quarterly Fundraising reports to be presented to the Board of Directors
- Representative and advocate of the theatre with government agencies, community and local business groups and arts organizations.

**Someone in this position would ideally:**

- Demonstrate a strong work ethic, stamina and passion.
- Possess strong budgeting and financial management skills
- Demonstrate capacity to lead, manage, motivate and inspire a team.
- Exhibit excellent leadership and communication skills (both written and oral)
- Experience in a non-profit leadership, fund-raising, grant writing and marketing
- Have some experience in marketing, advertising and public relations activities, including driving growth in ticket sales and associated revenues

**Job Description\***

- **Role of the Development Director:**  
The Development Director reports directly to the Producing Artistic Director and to the

Board of Directors as part of the Theatre's leadership team. The Development Director plays an integral role in the development and execution of the organization's strategic plan in addition to ensuring the company's growth and sustainability through Fundraising

- **Financial Management:**

The Development Director works with the Treasurer and Producing Artistic Director to develop an annual budget to support the organization's programmatic and institutional priorities. The Development Director works to ensure financial stability and long-range planning as well as providing quarterly reports.

- **Audience Development/Earned Income:**

The Development Director works with the Managing Director and Marketing staff to plan and implement audience development activities including marketing strategies, public relations and promotional events for season and single ticket sales campaigns, as well as seasonal, production and program sponsorships.

- **Fundraising:**

The Development Director sits on (or chairs) the Fundraising Committee and works with them and staff to strategize fundraising activities of the theater, including individual gifts, Board gifts, sponsorships, special events, corporate giving, government support, purchasing campaigns, annuities, capital campaigns and foundation grants.

- **Planning:**

The Development Director works with the Producing Artistic Director, Board and staff to create and execute long-term marketing and fundraising strategies that will sustain the fiscal and operational health of the Theatre.

- **Ambassador:**

The Development Director is expected to adhere to the Company's Core Values Document. The Development Director helps to advance the relationship between the Theatre and its patrons, various local and regional organizations, including government agencies and advocacy groups, community and local business groups and arts organizations.

\*A full description including specific tasks will be provided in detail to the chosen candidate upon hiring

**APPLY:** Interested candidates should apply with a cover letter and resume via email to [Artistic\\_Director@Twilighttheatercompany.org](mailto:Artistic_Director@Twilighttheatercompany.org)