



Director of Development

Theatre Aspen, the award-winning professional theatre company located in the heart of the Colorado mountains, is accepting applications for a full-time Director of Development to join our team. The Director of Development will work on a range of programmatic and fundraising initiatives to support TA's efforts to raise \$2.5M annually and prepare for a possible \$25-35 million capital campaign.

He/she/they will co-create effective development and creative strategies to achieve these goals. This individual will be responsible for upholding the integrity of the organization's brand and development of the organizational "story" in order to attract major donors. The position requires significant relationship cultivation, solicitation, and stewardship, as well as oversight of all fundraising initiatives and strategy for events. He/she/they will work closely with the Producing Director to design, finance, and implement ambitious programs that support the mission of Theatre Aspen and allow the organization to achieve its goals in artistic excellence, community engagement, and financial stability.

WHAT YOU'LL DO

- Develop annual and long-range strategies to ensure top-line growth in all individual giving areas as well as efficient application of funds (with Producing Director and staff)
- Create, monitor, and evaluate strategic outcomes and pivot accordingly
- Identify, cultivate, and solicit major gifts from individuals in close collaboration with the Producing Director and Board of Trustees
- Elevate the continuity and development of the organization's brand in order to attract major donors (in close collaboration with the marketing and events staff)
- Ensure the accurate and timely acknowledgement of gifts from individual and institutional funders; track all communication with funders (in collaboration with the Associate Director of Development)
- Contribute to the planning and design of special events for Theatre Aspen including the annual gala, private parties, and other fundraising events (in close collaboration with the staff, Board of Trustees, and event hosts)
- Oversee the research and solicitation of institutional funders to grow revenue for Theatre Aspen programs (in collaboration with the Associate Director of Development)
- Lead the search for, and successfully onboard a Development Apprentice as a direct report for the summer season
- Oversee and collaborate with the Associate Director of Development as a direct report

WHAT YOU'LL NEED

The successful candidate will have 5-10 years' experience in development, fundraising, and management; exhibit a high capacity for interpersonal relations; have excellent verbal and

written communication skills; and possess an ability to handle high-pressure situations with diplomacy and tact. He/she/they must also possess:

- Knowledge of theatre; able to speak and write persuasively about the value and importance of the arts, arts access, outreach, and the programs of Theatre Aspen
- Demonstrated ability and success raising funds from individuals
- Ability to create and implement fundraising campaigns and special events
- An innovative spirit and capability to develop strategies for revenue growth; the ability to communicate and execute those strategies to achieve measurable outcomes
- Demonstrated ability to effectively plan, implement, and manage at both strategic and operational levels
- Exceptional interpersonal skills
- Ability to work cooperatively with a diverse constituency and foster an environment of respect and civility
- Strong and effective communication skills
- Ability to strategize, articulate objectives, set priorities, and delegate responsibilities
- Ability to work cross-functionally and effectively manage multiple duties and expectations while motivating, supporting, and collaborating with the Board, staff, patrons, artists, and the broader community
- Experience with Patron Manager or similar patron management database
- Ability and willingness to perform administrative work to ensure the effective and efficient operation of Theatre Aspen
- Ability and willingness to attend select evening and weekend performances and special events

Job type: Full-time

Job location: The ideal candidate will live in or be willing to relocate to the Aspen area. Candidates who are able to relocate to Aspen for the summer only, and work remotely the remainder of the year, will also be considered.

Salary: Annual salary of \$85,000-\$90,000, commensurate with experience, plus extensive benefits including housing consideration.

To apply, please send resume and cover letter to resumes@theatreaspen.org with the subject "Director of Development."

Theatre Aspen is an equal opportunity and affirmative action employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, TA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We strongly encourage applications from people of color and members of underrepresented groups.