



Development Officer

Job Description

Theatre Bay Area, one of the largest and most respected regional performing arts service organizations in the nation, seeks a passionate, ambitious professional to join its leadership team as Development Officer. Founded in 1976, Theatre Bay Area (TBA) is known for its innovative programs and services and counts as its members nearly 200 theatre companies and over 1,000 individual artists across the region. Theatre Bay Area's mission is to unite, strengthen, promote and advance the Bay Area theatre community working from its conviction that theatre and all the arts are an essential public good, critical to a truly prosperous and democratic society, and invaluable as a source of personal enrichment and growth. At Theatre Bay Area we assert the particular power of theatre to inspire empathy and understanding, to enrich individual lives, and create community.

Theatre Bay Area has a collegial, inclusive work environment and actively embraces values of equity and inclusion, desiring a diversity of people, ideas, talents, and experiences. Theatre Bay Area is currently working nearly-100% remotely. The Development Officer is responsible – in partnership with the Executive Director – for meeting TBA's fundraising goals and to substantially grow contributed revenue (currently about 75% of the FY23's budget). The position will be charged with maintaining and enhancing institutional donations while working aggressively to expand individual giving. The Development Officer works closely with the board of directors and other members of senior staff in designing and implementing annual fundraising plans and interfaces with TBA's contracted grant writer. The position reports directly to the Executive Director.

MAJOR AREAS OF RESPONSIBILITY

Overall

- Design fundraising strategy annually in close collaboration with the organizational leadership, the Development Committee, and the full board of directors.
- Work closely with other staff and board of directors in developing the strategic direction of the organization.
- Direct implementation of annual fundraising plan, including strategies for:
 - Institutional support, including private foundations and government agencies
 - Corporate contributions, sponsorships, and in-kind support
 - Individual donors and major gifts
 - Online, social media, and direct mail campaigns
 - Fundraising events and donor cultivation
- Responsible for directing and managing all activities related to contributed income including individual, institutional, corporate, and in-kind giving and fundraising events.
- Manage donor and funder database and reconcile development data with financial data on a monthly basis.
- With organizational leadership, prepare annual budget and stay accountable to income and expense goals through the fiscal year; partner with leadership to ensure fiscal health of the organization and ongoing support for its programs and services.

Individual Donors

- Develop and direct all individual giving efforts, including annual campaigns, targeted initiatives, major gifts, in-person solicitations, appeal letters, thank you letters, and other donor communications.
- Grow major donor program from existing donors and prospects through strategic cultivation. Develop and direct ongoing program to seek out and cultivate new prospective donors.
- Design and ensure strong development operations, including gift processing, maintaining donor database, as well as managing donor tracking and acknowledgement.
- Ensure collateral materials are created as needed, including annual report, board recruitment packets, development brochures, etc.
- Serve as staff liaison to the board of directors, reporting at all board meetings, and providing staff support for the board Development Committee.
- Work with board President and Executive Director to engage board of directors in meeting fundraising goals.
- Collaborate with other staff and board members to thank donors and identify new prospects.

Institutional Giving

- Develop relationships with institutional funders, attend meetings with funders, and provide updates on TBA activities with funders.
- Take the lead in preparation of all grant proposals and reports, including maintaining all development files and records.
- Manage all grants, including submission of institutional and government grant proposals and reports and maintenance of grant application and reporting calendar.
- Research and cultivate potential funders.
- Manage contract grant writer, as needed.

Fundraising Events

- With senior management team and board Development Committee, plan annual fundraising and donor cultivation events, serving as the project manager.
- Work with Membership and Community Engagement Officer for planning and execution of annual Spring Soiree fundraiser and community gathering.

Qualifications

- At least 2 years of experience in fundraising and arts administration.
- Proven track record of successful fundraising.
- Superior written and verbal communications skills.
- Personable and energetic with ability to engage, motivate, and inspire others.
- Ability to cultivate meaningful relationships with institutional funders and individual donors that convert into sustained support.
- Proven ability to think strategically and articulate the big picture while paying careful attention to details.
- Exceptional project management, strategic thinking, and time-management skills.
- Self-motivated person who works well with staff, volunteers, and board.
- Entrepreneurial spirit, with ability to work as a self-starter in a dynamic, team-based environment.
- Experience managing a CRM or donor management system (e.g., DonorPerfect).
- Deep passion for the arts, artists, audiences, and the Bay Area.

Compensation

\$62-66k, with excellent benefits package (health and dental insurance and paid time off)

Job Type: Full-time

Work Location: Primarily remote but must be resident of San Francisco Bay Area in order to attend in-person meetings and events.

To apply, please submit a cover letter and resume to jobs@theatrebayarea.org.

Submissions will be accepted on a rolling basis until position is filled. Position start date negotiable.

For more information about Theatre Bay Area: www.theatrebayarea.org

Theatre Bay Area is an equal opportunity employer committed to a diverse and inclusive workforce. All applicants will receive consideration for employment without regard to sex (including pregnancy), race, religion, color, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, disability, medical condition, genetic information, marital status, age, military or veteran status, or any other legally protected status.

Pursuant to the San Francisco Fair Chance Ordinance, and state and federal laws (including federal PACE requirements at 42 CFR 460.64(a); 460.68(a), we will consider for employment qualified applicants with arrest and conviction records.

If you require reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other terms, privileges or benefits of employment please include that in your application.