



DEVELOPMENT ASSOCIATE

ABOUT TRIAD STAGE

A professional regional theater based in Greensboro, NC, Triad Stage celebrates diverse voices, perspectives, and lived experiences through the arts. We have recently redefined and restructured our organization and programming with a renewed purpose and commitment to anti-racism and to community standards that shape our work. We celebrate new work, amplify community voices, and share the stories of our changing region. We value our partnerships with arts organizations, university partners, and local businesses. For 20 years, Triad Stage has been known for groundbreaking productions in our downtown facility that includes a 299-seat thrust and an 80-seat flexible cabaret space.

JOB DESCRIPTION

The Development Associate will supervise the overall fundraising program to meet annual targets for individual donors, corporate support, and institutional gifts. Fundraising activities will be conducted in cooperation with Executive Director, Artistic Director and Board of Trustees with the Development Associate spearheading direct response campaigns, major prospect identification and prioritization, sponsorship program, stewardship and events, and a robust grants program. This position will report to the Executive Director regularly, inform the Board of Trustees on fundraising progress, maintain a portfolio of major donor prospects, and serve as the lead liaison to the Development Task Force of volunteer solicitors.

This position will play an integral role in Triad Stage's return to post-pandemic operations. As the organization reemerges and advances, there is opportunity for the Development Associate's role to grow in scope, title and compensation. This will require a highly motivated and capable individual focused on developing, maintaining, and leveraging donor relationships

DUTIES AND RESPONSIBILITIES

The responsibilities of this position include, but are not limited to:

Annual Fund

- Meet or exceed budgeted contributed revenue goals
- Oversee annual review, update and execution of Development Tactical Calendar
- Direct donor solicitations, including prospect identification, solicitor planning and preparation, and donor follow-up
- Cultivate, solicit, and steward portfolio of current, unrenewed, lapsed and new individual and institutional donors from \$500 - \$2,499
- Manage all broad-base direct response activities including direct mail, telefunding, email campaigns and subscription add-on asks
- Serve as the staff lead for the Development Task Force and all volunteer solicitors and stewards
- Work with the Board of Trustees and volunteers on new major donor acquisition, bringing prospects to performances, and attending meetings with Board contacts



- Manage donor stewardship activities, events and benefit fulfillment
- Maintain grants calendar, build relationships with corporate, foundation and government grant officers, and ensure that all grant and proposal deadlines are met
- Collaborate with artistic and operational personnel to identify sponsorships and funding sources for performances and community projects and partnerships
- Ensure the philanthropic Case for Support is universally represented throughout organizational communications including appeals, email, website, press releases and special announcements

Development Administration

- Prepare weekly fundraising reports that illustrate actuals to goals progress for all Annual Fund divisions and special initiatives
- Work with Box Office and Bookkeeper to ensure donor records, gift entry and acknowledgements are accurate and timely
- Assist with other duties as needed and as directed

Special Events and Community Outreach

- Engage with patrons and donors as an ambassador for the theatre in public gatherings, during performances, and through professional development opportunities
- Assist in the planning and management of special events such as annual gala, intimate fundraisers, postshow receptions, first rehearsals, backstage tours, and other cultivation/stewardship events
- Oversee outreach and management of lists for Opening Night performances and issuance of complimentary tickets
- Assist with all other community engagement efforts
- Attend various Triad Stage functions and meetings as required (includes occasional evening and weekend hours)

EXPERIENCE AND QUALIFICATIONS

The ideal candidate will have prior fundraising experience with individual, corporate and foundation giving. The Development Associate will have excellent oral and written communication skills. A working knowledge of donor databases and strong interpersonal skills are a must. Must have knowledge of and commitment to the workforce DEIA experience. Must participate in and enforce the company's Covid-19 protocols.

COMPENSATION

Starting salary \$45,000

This position is eligible for benefits including health, dental, and vision insurance with employee and company split after 90 days of employment. Life and disability insurance are paid fully by Triad Stage after 90 days of employment. Employees receives 10 paid days off, 9 holidays, and 2 floating holidays to use at employee's discretion. In addition, Triad Stage offices are closed December 25-January 1. After a year of employment, this position is eligible to participate in the



company's IRA program with company matching contribution. After 5 years of employment, candidate will receive an additional 5 days of paid vacation.

ABOUT GREENSBORO, NORTH CAROLINA

Greensboro is a rich cultural and historic hub in the Piedmont Triad in North Carolina. Originally settled in the 1700s by the Quakers, Greensboro industry was centered around textiles, tobacco, and furniture, and continues to house major corporations such as Volvo, VF, and Wrangler. According to Salary.com, the cost of living is 4.2% lower than the national average, and the cost of housing is 40% lower than the national average. Triad Stage is an anchor of the downtown district which also houses a [minor league baseball team](#), a [cultural arts center](#), and the [International Civil Rights Museum](#). More information about Greensboro can be discovered:

- [Greensboro Chamber of Commerce](#)
- [Downtown Greensboro](#)
- [Greensboro Visitors and Convention Bureau](#)

TO APPLY

Triad Stage is an equal opportunity employer and invites applications from a diverse pool of candidates regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation. Please submit a cover letter, resume, and three references with contact information to jobs@triadstage.org with the candidate's name and "Development Associate" in the subject line.