



DEVELOPMENT ASSOCIATE

ABOUT TRIAD STAGE

A professional regional theater based in central North Carolina, Triad Stage celebrates diverse voices, perspectives, and lived experiences through artistic expression. Our staff and board have taken advantage of the pandemic pause to redefine and restructure our organization and programming, emerging from our closure with a renewed purpose and a commitment to anti-racism and to community standards that shape our work. Triad Stage aspires to become an arts hub for our community, facilitating conversation and inspiring creativity. We celebrate new work, amplify diverse voices, share the stories of our changing region, and provide opportunities for fostering the arts in the Triad. We value community partnerships which include other arts organizations, university partners, and local businesses. We create learning environments that spark imagination, and we commit to mentoring the next generation of arts workers. For the past twenty years, Triad Stage has been known for ground - breaking productions in our downtown Greensboro facility that includes a 300-seat thrust theater 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, post-show 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 meaningful fundraising experience with individual, corporate and foundation giving, as well as excellent oral and written communication skills and strong leadership skills. A proactive, professional attitude and a mind for service is expected. A working knowledge of donor databases is preferred. 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.

TO APPLY

Triad Stage is an equal opportunity employer and strongly encourages 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 and resume to: jobs@triadstage.org with the candidate's name and "Development Associate Search" in the subject line.