Springfield Contemporary Theatre seeks qualified candidates for the position of Director of Development and Marketing. Applicants should send a cover letter and resume to Managing Artistic Director Rick Dines at SCTheatreMO@gmail.com

**POSITION SUMMARY**

The Development Director is a full-time staff position at Springfield Contemporary Theatre. This role is a salaried position – a hybrid between office hours, off-site meetings, events, and public relations appearances. The Development Director, reporting directly to the Managing Artistic Director, will be a dynamic presence building the organization’s visibility in the community. The Development Director’s primary focus will be working with the Managing Artistic Director and SCT Board in generating the organization’s revenue both through ticket sales as well as through donations, grant writing, sponsorships, and in-kind solicitations to ensure that SCT continues to grow and meet its core mission and evolving artistic goals. For interested candidates, artistic opportunities within Springfield Contemporary Theatre’s productions are not required but may be available.

Springfield Contemporary Theatre is an Equal Opportunity Employer, and our employees are people with different strengths, experiences, and backgrounds, who share a passion for the theatre we produce and conversations that we bring to our community. Diversity not only includes race and but also age, disability status, veteran status, sexual orientation, gender identity, religion, and many other parts of one’s identity. All our employee’s points of view are key to our success, and inclusion is everyone’s responsibility.

**DUTIES AND RESPONSIBILITIES**

**Fundraising and Development**
- Strengthen and diversify the fundraising program by expanding Springfield Contemporary Theatre donor base (corporate, individual, foundation, government).
- Cultivate and retain existing patrons and current list of donors, through the management of SCT’s database, sending thank you notes, etc.
- Meet and exceed fundraising goals, as determined annually during organizational budgeting.
- Use innovative strategies and creative ideas to identify and cultivate new prospects.
- Craft strategies to leverage SCT’s current programs, activities, and events to promote greater donor/sponsor and volunteer participation.
- Manage public and private grant initiatives.
- Oversee effective strategies for annual fund: direct mail, online giving, events, and new initiatives.
- Work with SCT Board to identify candidates for season and production sponsorships and underwriting and coordinate securing those funding sources to support the season.
- Plan and execute annual fundraising/thank you events.
- Work with SCT team to identify equipment and tangible needs and plan strategies to get these items donated or funded.

**Marketing and Audience Development**
- Media and marketing budget planning (print, online, radio, etc.)
- Coordination of the season subscription campaign.
- Development and coordination of promotional events.
- Community marketing efforts including outreach to new audiences, grassroots marketing, and collateral distribution.
- Social media management and strategy.
Creation and execution of all eblasts, newsletters and mailings related to programming.

Working with outside graphic designer on the creation of promotional materials including print advertising, direct mail pieces, eblasts, and venue signage.

Development and maintenance of relationships with outside media partners and sponsors.

Creation of season playbills and related ad sales.

When necessary and appropriate, deliver pre-show curtain speeches.

When necessary and appropriate, attend volunteer and service organization lunches and meetings as a guest speaker to increase community visibility and awareness of SCT.

Operations and Communications

Maintain effective development systems and record-keeping procedures to track current and prospective donors and accurately report all fundraising income.

With the Managing Artistic Director, monitor and manage the annual development and marketing budgets.

Working with Managing Artistic Director to manage ticketing, box office and front of house duties and volunteers on a day-to-day basis as well as for productions and events.

Represent the organization externally in partnership with the Managing Artistic Director, Executive Producer and Board of Directors.

Work with the Managing Artistic Director and Board of Directors in the vision, creation, and implementation of the organization’s strategic plan.

PROFESSIONAL QUALIFICATIONS

A successful candidate will have:

- Minimum Bachelor’s degree and experience in non-profit arts administration with fundraising and/or marketing experience.
- Passion for the arts and familiarity of the local Springfield community.
- Grant-writing background as well as experience achieving fundraising goals.
- Proven track record of successfully motivating and supporting board members and volunteers.
- Ability to develop and manage budgets and prepare financial reports.
- Strategic thinker and persuasive communicator who understands the value of relationships.
- Proficiency in all Microsoft Office and Google applications.
- Ability to communicate clearly and professionally in oral and written forms. Successful public speaking experience.
- Highly organized, motivated, flexible, collaborative, and a fast learner.

ADDITIONAL QUALIFICATIONS

This position also requires an individual who is:

- Committed to the mission of Springfield Contemporary Theatre.
- Self-motivated, honest, thoughtful, and composed.
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues.
- Able to navigate through diverse and sometimes competing priorities.
- Collaborative and collegial in work relationships

COMPENSATION

Starting annual salary for this position will be $38-$40k based on professional and local experience. Currently, SCT positions do not carry benefits aside from vacation time.
ABOUT SPRINGFIELD CONTEMPORARY THEATRE
Springfield Contemporary Theatre boldly connects and engages our community with inclusive high-quality entertainment. SCT is dedicated to the production of contemporary works and works that can be re-energized through a contemporary view while using outstanding directors, local actors, and guest professionals throughout the season. Special emphasis is given in programming to works by voices under-represented in our community and works that address issues facing our Springfield community and the world around us. Springfield Contemporary Theatre is a 501(c)(3) non-profit cultural organization. For more information, visit our web site: www.SpringfieldContemporaryTheatre.org.