



POSITION:	<u>Development Manager</u>
DEPARTMENT:	Development
FULL TIME OR PART TIME:	Full Time
CLASSIFICATION:	Annual Salaried (\$40,000 - \$45,000 year) Overtime and Benefits Eligible
SCHEDULE:	Weekdays, 9:00 AM – 5:00 PM, plus occasional weekend or evening meetings/events
EXEMPT OR NON-EXEMPT STATUS:	Non-Exempt
IMMEDIATE SUPERVISOR:	Managing Director

STATEMENT OF JOB:

This position has primary responsibility for a full range of institutional advancement activities relating to development, communication, public relations, and stewardship. The Development Manager (DM) works collaboratively with the Managing Director and Board of Trustees to advance the Hangar Theatre’s mission through strategic fundraising and donor development initiatives. Key responsibilities include managing the annual fund campaign, securing sponsorship revenue, donor/sponsor stewardship, impact reporting, grant research/writing, special event planning and donor database management.

JOB DUTIES:

- Manage all phases of annual fundraising campaign including direct mailings, donor acknowledgments, impact reporting and targeted fundraising events.
- Grow individual and institutional giving programs through identification, cultivation, solicitation, and stewardship of donors, sponsors, foundations, and government supporters.
- Oversee, manage, and participate in the writing of all grant application submissions and reporting. Maintain grant and foundation calendar. Research and recommend foundations and grant opportunities for project and institutional support.
- Build planned giving program with a focus on deferred gifts.
- Create strategic communications and publications, in collaboration with Marketing Manager and Graphic Designer, in support of fundraising activities including Annual Report, impact reports, event invitations, and specific campaign collateral.
- Plan, coordinate, and implement events, including Spring and Fall fundraisers, and the March Annual Meeting. Work with the Board Special Events Committee to execute events, review and recommend changes following events.
- Develop budget, maintain changes, and track expenses for the Development department. Process all department expenses, purchase orders, contracts, etc.
- Maintain database of donors, donor fields, and campaign information (the Hangar uses a program called Total Info). Manage data to optimize tracking ability of a variety of organizational constituents. Develop strategies to enhance database and report usefulness for all Institutional Advancement activities.
- Attend all opening nights and special events.
- **Additional duties as assigned.**

REQUIREMENTS:

- Excellent organizational skills.
- Proven written and oral communication skills.
- Prior fundraising experience.
- Strong project manager and team player, computer proficiency, and keen attention to detail.
- Cultural competence and the ability to interact effectively with people across different cultures, backgrounds, and identities as well as an understanding of the principles of anti-racism and anti-oppression.
- Bachelor's degree in theater administration or related area, or equivalent experience.