

**Birmingham Children's Theatre**  
2130 Richard Arrington Jr. Blvd. N.  
Birmingham, AL 35203  
205.458.8181

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**VACANCY NOTICE**

**Posting Date: Wednesday, August 10, 2011**

**Closing Date: Friday, September 2, 2011**

**POSITION:** Development Director

**ANTICIPATED START DATE:** September/October 2011

**CATEGORY:** Administration, Full-Time/Regular

**SALARY:** Salary Commensurate with Experience, BCBS Health and Dental,  
Paid Vacation/Sick/Personal Time

**IMMEDIATE SUPERVISOR:** Director of Finance and Administration

**GENERAL DESCRIPTION:**

- Birmingham Children's Theatre (BCT), a theatre for family and young audiences, seeks an energetic and experienced Development Director. The Development Director is instrumental in creating and implementing strategies to ensure the advancement of our organizational mission by leveraging a diverse representation of organizational and financial support. The following qualifications and essential job functions summarize many specifics of the Development Director's responsibilities, but are not to be interpreted as finite. Additional responsibilities may be added as appropriate.

**QUALIFICATIONS:**

- Bachelor's degree in theatre, arts administration or similar discipline is **required**; Master's degree **preferred**
- Three to five (3-5) years experience in fundraising/donor development in a non-profit setting **required**; experience with a performing arts organization **preferred**
- Familiarity with giving landscape, both locally and nationally **required**
- Prior experience building and maintaining donor database systems **required**

**ADDITIONAL QUALIFICATIONS:**

- Demonstrated experience in all aspects of fundraising including individuals, corporations, special events, direct mail, etc.
- Solid track record for identifying, qualifying, cultivating, and securing significant gifts
- Masterful communication skills (written, analytical, and verbal); ability to write clear, structured, articulate, and persuasive proposals, strong editing skills
- Superb relationship builder, friendly, charismatic, and responsive to donors
- Knowledge of event planning and volunteer management
- Advanced computer skills (Microsoft Office, Adobe, etc.)
- Experience in deadline-driven environments, results oriented (ability to monitor and meet income goals); Able to handle and prioritize multiple assignments simultaneously with attention to detail
- Strong contributor in team environments and productive working independently; Ability to work in collaboration with administrative staff and board members

## **ESSENTIAL JOB FUNCTIONS:**

The Development Director is responsible for cultivating relationships in support of BCT to generate annual and long-term contributed revenues. Development efforts will include:

- In conjunction with Executive Director, Director of Finance and Administration, and Board Fundraising Committee, lead strategy development and plan and implement all fundraising programs, including an Annual Gala, to meet contributed income goals through individual, corporate, and government support
- Develop, update and adhere to a development calendar of all advancement activities
- Cultivate existing and new donors to gain increased support including the organization of donor cultivation events and donor recognition activities
- Lead implementation process of new database of all current and prospective funding agencies, organizations, and individuals, tracking data thoroughly and accurately
- Serve as a liaison between BCT and funding agencies or organizations by scheduling informational meetings, site visits, invitations to special events, etc.
- Work with Director of Production and Education and Touring Director to gather information necessary to report to donors on current programs, identify funding opportunities for new program areas, and schedule donor related activities (private performances, backstage tours, tour performances, etc.)
- Liaise with appropriate personnel to develop materials, brochures, presentations, and content for website and other materials towards creating readily available donor information
- Ensure proper donor recognition for all BCT activities
- Provide donors with regular updates via newsletters (print and/or electronic)
- Create and implement direct mail campaign
- Plan and execute online giving and email solicitation
- Schedule and attend meetings and conference calls with potential and existing funders
- Participate as a member of the Board Fundraising Committee and actively and consistently interface with the Board to support their fundraising efforts
- With appropriate personnel, liaise with BCT's Junior Board of Patrons and provide support for Junior Board initiatives
- Create and manage development internship program
- Assist with other special projects as needed

## **APPLICATION DEADLINE/PROCEDURE:**

1. Completed Application Files must be received by 5:00p.m., Friday, September 2, 2011.
2. A complete file consists of:
  - a. Cover Letter and Current Resume
  - b. List of three professional references, including name, title, organization, address, phone and email
  - c. Two Writing Samples of original work authored by the applicant for a development piece/campaign.
3. Individuals selected as finalists will be invited for an interview.
4. Birmingham Children's Theatre may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Before an offer of employment is made, employment verification(s) will be required from your previous and present employer(s), and candidate must pass a criminal background check.
6. Application packages should be submitted to Wesley Taylor by email at [wes@bct123.org](mailto:wes@bct123.org) with "Development Director" in the subject line. Applications submitted by postal mail should be postmarked no later than September 2, 2011 and directed to Birmingham Children's Theatre, Attn. Wesley Taylor, P.O. Box 1362, Birmingham, AL 35201.

Birmingham Children's Theatre is an equal opportunity employer committed to a policy to recruit, retain, and promote regardless of race, color, religion, gender, sexual orientation, age, national origin, physical or mental disability, or veteran status.