

Phoenix Theatre, a LOA LORT D Theatre in sunny Phoenix, Arizona is now seeking an Associate Director of Development. Fall is here so now might be your time to make a change and escape winter. Phoenix Theatre is the largest regional theatre in Arizona, producing 10 -12 productions each season on 3 stages. We are a fast paced, entrepreneurial team with explosive growth over the last 36 months.

The Associate Director of Development is an important new position signifying an elevated role in fundraising at Phoenix Theatre and is integral to the company's future success. Internally focused, the ADoD will report to the Director of Development acting as a strategic partner to ensure maximum effectiveness in major gift relationships and solicitations. They will also have interaction with the Board of Directors, particularly the Development Committee, as well as external partners and funders, donors, and community stakeholders. The ADoD will bring a strategic, results-oriented approach to the cultivation and solicitation of individual and corporate donors, growing and leveraging the potential for significant gifts. He/she will be a front-line fundraiser, responsible for personally soliciting and supporting in the efforts of closing major gifts. He/she will create and implement strategies to enhance individual giving campaigns, foundation and corporate grant prospecting, and development stewardship events to ensure goals are achieved. They will support the Director of Development by directly supervising members of the development team and will coordinate with the marketing team and internal departments to ensure that campaigns are executed on time and within budget. He/she will also assist in directing the strategic use of the Tessitura constituencies and plans to ensure that Development and other theatre staff are utilizing them for donor and prospect contacts, maximizing relationships, and creating timely and accurate reports.

It is imperative that this person think strategically and stay abreast of current trends in theatre, non-profits, and development. Qualified candidates should have at least 6 years of experience in fundraising for non-profit arts organizations; Tessitura software knowledge is a plus. To apply, email a cover letter, resume and references to Marisa Butler, Development Director at m.butler@phoenixtheatre.com. No phone calls please.