

Title

Director of Development

Primary Function

The Director of Development is responsible for supporting the Lincoln Theatre Association's Executive Director and Board in all aspects of fundraising and donor cultivation.

Duties and Responsibilities

Fundraising Strategy and Donor Cultivation

- Under Executive Director & Board guidance, takes part in the development of a comprehensive fundraising strategy for LTA.
- Researches new donor possibilities and coordinates with the Executive Director (ED) on prospecting of new donors.
- Provides ongoing stewardship, in coordination with the LTA ED, of all corporate, foundation, and individual donors, from prospecting and initial engagement through follow up and ongoing relations.
- Serves as an ambassador for the LTA at community functions, receptions, donor meetings, and performances.
- Provides support on the development of fundraising budgets and goals for each fiscal year.
- Assists with the creation of a fundraising plan to meet the established budget goals.
- Supports the meetings and activities of the LTA Development Committee. Provides information and materials to committee members in support of their efforts to cultivate community support for the LTA.

Fundraising Processes and Administration

- Plans, oversees, and executes the LTA's annual fund campaign.
- Supports other campaigns as needed, including education and programming campaigns, capital campaigns, or endowment campaigns.
- Coordinates with grant writers on the preparation and timely submittal of grants for LTA.
- Supports the planning and management of galas and benefit events.
- Provides support to ensure that LTA's development administrative functions are completed accurately and on time. Examples include:
 - Processing and accurate recording of donation records.
 - Processing of solicitation and acknowledgement letters.
 - Creation of donor lists.
 - Creation of development tracking reports.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Excellent organizational, written, oral, and interpersonal communication skills.
- Proficiency in computers and experience with fundraising databases is required.
- Ability to work a flexible schedule.

Credentials and Experience

- Bachelor's degree in a related field.
- 3-5 years' development office experience with a strong track record in fundraising.
- Experience in the arts, preferably within a theater environment, is desirable.

- **The selected candidate must be fully vaccinated against COVID-19 prior to beginning this position.** In compliance with federal law, CAPA and the LTA will review and make reasonable accommodations for employees who qualify for medical and/or religious exemptions unless the accommodation would constitute a direct threat or undue hardship.

CAPA's EEO Statement:

The Columbus Association for the Performing Arts (CAPA) is an Equal Opportunity Employer. CAPA does not discriminate in its employment decisions on the basis of race, religion, color, national origin, sex, pregnancy, lactation status, gender identity or expression, sexual orientation, age, disability, veteran or military status, genetic information, or any other protected status.

CAPA's Diversity & Inclusion Statement:

CAPA believes in the power of diversity - we can only achieve our vision to make Columbus a destination for living, breathing art when we include everyone. CAPA is committed to presenting art that brings people from all backgrounds together to experience the transformative power of the arts. In the same spirit that we celebrate the many forms of performance art on our stages, we value, appreciate, and celebrate all human beings in our community.

CAPA recognizes that there are cultural and systemic barriers that prevent complete inclusivity and equity. CAPA's Diversity and Inclusion commitment is to progressively and continuously work to identify those barriers and intentionally adapt our practices, demonstrate our efforts, and measure the results to promote inclusion and equity.