



Director of Development – Full Time

This is a new position. Executive Director currently fulfills this role in addition to all other responsibilities. (www.curtaincallinc.com)

THE ORGANIZATION:

For more than 50 years, live theatre in Stamford, CT has thrived at the Sterling Farms Theatre Complex, comprised of a 184-seat proscenium theatre and a 100-seat black box theatre. Curtain Call, a 501(c)3 nonprofit organization, has managed Sterling Farms' theatre operations since 1992. Live musical, cabaret, and play performances for all ages attract an audience of 30,000 annually. Its educational programs, ranging from Improv Basics to Shakespeare, serve ages 5–105. And its many awards include The Governor's Award for Excellence in Culture & Tourism and the Ace Award from the Cultural Alliance of Fairfield County. Most current employees have served the organization for 10+ years.

Budget: \$1.2M.

POSITION SUMMARY:

Reporting to the Executive Director, the Director of Development is responsible for all strategies and initiatives in fundraising for Curtain Call. This includes but is not limited to Annual Campaign, Special Event(s), Government/Foundation Grants, and Endowment Development efforts.

OBJECTIVES/GOALS/OUTCOMES:

Annual Fundraising Goal: \$500,000 - \$750,000 / Current unearned income: \$440,000
(Individuals - \$150K, Special Events - \$100K, Government - \$100K, Foundations - \$65K, Other: \$25K)

Specific responsibilities

- In conjunction with the Executive Director and Board of Directors, create and execute an annual Development Plan identifying, cultivating, soliciting, and stewarding philanthropists, foundations, corporate partners, sponsors, and in-kind supporters.
- Create engagement opportunities that build a path from patron and volunteer to donor.
- Cultivate and steward relationships with portfolio of major (\$10,000+) donors.
- Craft and execute a strategy for a large, sustained base of annual individual donors.
- Create and support the expansion of endowment and legacy giving; identify and cultivate planned giving donors.
- Assist in the organization's special events working with Board Committees and staff.

- Develop and track proposals and reports for all foundation and corporate fundraising including advertising sales and sponsorships.
- Coordinate the production and distribution of appeals and stewardship initiatives, including electronic and print communications, in collaboration with the Executive Director.

QUALIFICATIONS:

- Proven success at similar fundraising goals for a nonprofit organization.
- Knowledge of fundraising tools, donor databases, and techniques.
- Upbeat, positive, enthusiastic – able to get others excited about Curtain Call’s mission.
- Strong written and verbal communications skills; must be comfortable presenting to individuals and groups.
- Must be active in the community, via civic organizations, Chamber of Commerce, tourism, and other activities.
- Strong team player, with an ability to work on a variety of projects simultaneously; attention to detail required.
- Minimum of three years of experience in nonprofit development, with demonstrated success in major donor cultivation, solicitation, and stewardship. A passion for, understanding of, and background in theatre, musical theatre, and theatre arts education is helpful but not required.

Position reports to and partners with the Executive Director.

Candidate is expected to split time in the office and in meetings with potential and current donors in their homes and offices, conducting tours, and overall, by engaging the greater Fairfield County community and beyond.

BENEFITS:

- Employer-provided medical insurance;
- 8 paid holidays, plus 2 personal days;
- 10 paid days off;
- Employer-matched 401(k) retirement plan.

Salary range: \$70,000 - \$80,000 commensurate with experience.

For additional information or to submit a cover letter and resume for consideration, write: info@curtaincallinc.com.