



Job Posting: Development and Community Outreach Director

About the State Theatre:

The State Theatre is a non-profit performing arts center whose mission is to entertain, enrich, educate, and inspire. For close to 20 years the State Theatre has been hosting national touring artists, and local artists including concerts, theatre, dance, film and talks. We are committed to artistry, community and providing connection between performers and their audience to help create a memorable experience.

About the Development and community outreach Director:

We are looking for a Development and Community Outreach Director to create new donor relationships, manage existing ones, and maintain a strong connection with the community.

The State Theatre Development and Community Outreach Director is responsible for the State Theatre's overall fundraising campaigns and strategy to position the theatre as the go-to place for community events; this position is responsible for maintaining and developing the portfolio of individual, corporate, and institutional funders and to grow and deepen the established base of support in the community. Working closely with the State Theatre team, the Development Director supports the creation of strategies to engage locally with the community and developing campaigns that hold the State theatre's vision at their center.

Essential Functions

- Set the fundraising goals for the year, track and regularly communicate its progress to the State Theatre team and Board.
- Ensures that all State Theatre events are adequately and periodically communicated to donors and are aligned with the strategic vision of the theatre to guarantee positive and sustainable relationships.
- Enhance income growth from individual donors and corporate sponsors by identifying connections and developing new and existing relationships.
- Coordinate all communication with current and prospective donors including all donor correspondence (letters of inquiry, proposals, presentations, reports, acknowledgments, and other materials).
- Oversee and promote the State Theatre's membership at all levels
- Collaborate with the General Manager and other staff to achieve organizational goals.
- Identifies grant opportunities and write grant applications to increase and broaden funding sources for the theatre.
- Create and implement development and marketing strategies. [AG1]

The ideal candidate will have the following experience, skills, and knowledge:

Experience:

A minimum of five years of experience in the following type of activities:

- Fundraising and marketing experience
- Communicating with donors effectively and passionately
- Creating strategic development plans
- Promoting corporate sponsorships
- Managing donor contact and giving data using a CRM tool
- Public speaking including persuasive presentations
- Preparing grant applications
- Working in a performing arts theatre or similar venue

Knowledge, Skills, and abilities:

- Minimum Bachelor's degree
- Donor data management in CRM tool
- Ability to develop and manage budgets and prepare financial reports
- Diplomatic
- Strategic and analytical thinker
- People-oriented and friendly
- Strong written and verbal communication skills
- Influential
- Creative and resourceful
- Able to execute plans
- Self-Directed
- Team player and collaborator
- Connected to the State College community

Details: This position is based in State College, PA and will be part-time at 30 hours per week with the possibility of moving to full-time in the future. This position reports to the Board of Directors with a dotted line to the General Manager and will have access to an expense account for fundraising event purposes.

This job is performed in an office environment. The employee is required to move around the office and access or use computers, office equipment, and any other pertinent supplies, space or equipment used to perform the duties of the position.

We are committed to providing access, equal opportunity, and reasonable accommodation for persons with disabilities.

Apply today at <https://thestatetheatre.org/talk-to-us/jobs-volunteer>