

Deputy Director of Development

Department: External Relations

Reports to: Director of External Relations

Direct Reports: Development Operations Manager, Development Coordinator

Classification: This is a full-time, exempt (salary) position

Compensation: \$70,000-75,000 annually, plus an array of benefits including health and dental insurance

How to apply: Deadline to apply is Friday, January 6, 2023. Please submit resume and cover letter to human.resources@longwharf.org. Include in the subject line "Deputy Director of Development"

The Invitation:

Long Wharf Theatre is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and that art and activism can live side by side. We are committed to building artistically innovative theatre with, for, and by the greater New Haven community. We are seeking a Deputy Director of Development to lead fundraising and patron development efforts with a commitment to expanding community-centric fundraising practices.

The Work Environment & Culture:

The Leadership at Long Wharf Theatre cares deeply about staff culture and development. Members of the Long Wharf Theatre staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is belief within the organization that great art comes from great relationships. Long Wharf Theatre supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including but not limited to):

- Relationship Management and Solicitation (50%)
 - Work in collaboration with the Director of External Relations to develop, manage, and execute fundraising strategies, work plans, annual appeals, and campaign calendars to achieve an annual contributed revenue goal of \$3 million.
 - Manage and oversee all individual giving programs, including direct mail and email appeal strategy, prospect research, benefit fulfillment, and member and donor stewardship
 - Responsible for in-person gift solicitations, including accompanying executive leaders on solicitation meetings
 - Participate in the development, planning, and execution of special events (e.g. open rehearsals, season events, and donor receptions)
 - Create donor cultivation, solicitation, and acknowledgment correspondence
 - Work closely with the Board of Directors and External Relations Committee to ensure development goals are in line with long-term institutional planning and external communications
 - Lead production of targeted mailing lists for appeals, invitation mailings, and season brochures and work closely with marketing staff to produce printed materials related to fundraising (e.g. invitations, donor brochures, season materials)
- Strategy and Cultivation (30%)
 - Develop strategy and execution to expand opportunities in individual and major gift support of annual fund
 - Work in collaboration with Director of External Relations to cultivate individual and institutional sponsors for Long Wharf Theatre's programs
 - Support External Relations department in incorporating fundraising messaging, as appropriate, into all public communications
 - Regularly represent Long Wharf Theatre in a positive manner at community events
- Monitoring and Reporting (10%)
 - Track and report relationship management activity using internal systems and processes

- Monitor quarterly and annual activity to achieve contributed revenue goals
- Provide data analysis and reporting of the effectiveness and efficiency of the individual giving programs
- Work with the Finance department and Development Operations Manager to complete the monthly reconciliation and forecasting
- Administration and Department Leadership (10%)
 - Assist the Director of External Relations in managing the development team, including two full-time staff members and a freelance grant writer, alongside other external relations department colleagues.

The Skills & Expertise Needed:

- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- A solution-oriented thinker who understands how to effectively fundraise, build authentic relationships, and create win-win opportunities for the organization, our donors, and the artists and communities we serve.
- Direct experience in strategizing, leading, and implementing a fundraising campaign.
- Experience in setting and executing a clear plan to reach fundraising goals.
- Comfort with cross-departmental collaboration and internal communication is essential.
- Commitment to participating in open, honest, and accountable team dynamics.
- Outstanding communication (oral and written) and interpersonal skills.
- Ability to maintain multiple projects simultaneously and successfully meet deadlines.
- Strong organizational skills and the ability to work independently as well as collaboratively.
- Ability to learn web-based software required for the job and for administrative purposes; familiarity and comfort in working with a donor database.
- Ability to use a computer for email, calendaring, spreadsheets, and word processing.
- Attend anti-racism, anti-harassment, and safety trainings.
- A high level of discretion and confidentiality concerning donor levels.
- Provable eligibility to work in the U.S.
- This position requires occasional weekend and evening work.

The Experience Needed:

- Minimum 5 years of development experience, preferably at a producing theatre or arts organization. We acknowledge that experience comes from many avenues, including work, education, and personal opportunities. If you think your combination of experiences is right for this role, we strongly encourage you to apply.

COVID-19:

- Full vaccination against COVID-19 is required as a condition of employment.