



POSITION TITLE: DIRECTOR OF DEVELOPMENT

POSITION DESCRIPTION: The position is responsible for leading all development activities within Rochester Broadway Theatre League (RBTL) in effort to raise funds for all the organizations programs and special projects

REPORTS TO: CEO, COO and Executive Vice President

SUPERVISES: N/A

WORKS CLOSELY WITH: Marketing, Box Office, Education and Finance Departments.

DETAILS: Full-time, 40 hours/week. Primarily 9am-5pm with occasional nights and weekends. Compensation to commensurate with experience.

BASIC QUALIFICATIONS: Bachelor's Degree or higher or commensurate experience. Must be proficient in Microsoft Office. Knowledge of Archtics helpful but not required.

CRITICAL COMPETENCIES: Effective written and oral communication skills. Affinity for building relationships. Ability to prioritize and multi-task. Strong attention to detail. Solid organizational, time management and project management skills required. Excellent grammar and grant writing skills. Dependable, adaptable and willing to take initiative. Strong time management, organizational and problem-solving skills. Ability to work both independently and in a group setting. Interest in live entertainment and ability to work with people of diverse backgrounds and challenging personalities.

Responsibilities Include (but not limited to):

- Manage fund raising for Organization, Venue, Events and Education Programs
 - Implement a comprehensive Development Fundraising Plan annually
 - Act as primary point of contact for funding, donations and fundraising event inquiries
 - Research and manage all grant writing and sponsorship opportunities and renewals
 - Collect, organize and maintain a complete and accurate database record of donors and funding received to include all donor/sponsor listings
- Board of Directors
 - Work collaboratively with fundraising chairs to offer management, production and oversight of RBTL's fundraising activities
 - Create funding targets along with the CEO for Board of Directors
- Community Relations
 - Develop strong relationships within the community to foster a positive image such that corporations, civic organizations and individuals will make RBTL the local charity of choice for funding.
- Annual Golf Tournament
 - Plan and produce the tournament
 - Event liaison with sponsors, golfers, golf course and RBTL staff
 - Point person in securing sponsors and golfers
- Communication Creation & Management
 - Work collaboratively with the Marketing Department on branding, image and consistency of messaging in fundraising materials
 - Ensure RBTL's messaging is updated and accurate in all outreach materials
 - Produce fundraising/outreach materials
 - Maintain current sponsor materials including program book, donor board and venue signage.
- Education
 - Work in conjunction with Education Director to explore new funding opportunities
 - Coordinate donors/sponsors opportunities to witness programs first hand

Please submit cover letter and resume for consideration by September 9, 2022 to:

Francine Brokaw VP Finance – francineb@rbtl.org Subject: Development Director

The Rochester Broadway Theatre League is an Equal Opportunity employer, considering qualified applicants without regard to race, color, religion, gender, age, ethnic or national origin, protected veteran status, physical or mental disability, sexual orientation, gender identity, marital status, citizenship status or any other characteristic protected by law.