



## DIRECTOR OF PHILANTHROPY

### JOB DESCRIPTION

April 2020

#### THE ORGANIZATION:

Manoa Valley Theatre is a not-for-profit, tax-exempt semi-professional theatre organization which has been operating continuously since 1969. It produces an annual mainstage season of six productions in an intimate and flexible 165-seat, black box theatre. Play selections typically are drawn from recent Off Broadway and Broadway seasons and include musicals, comedies and dramas. From time to time, special presentations are produced in its Studio Series between mainstage productions or on dark nights during the run of mainstage plays. The theatre is in production year-round, with a new play opening every other month, and each play being presented between 14 and 35 performances. The annual play production season begins in September. The theatre is run by a fulltime professional staff of seven, and utilizes community volunteers in all areas of its operations.

Manoa Valley Theatre is a charter member of the American Association of Community Theatre, a member of Hawaii Alliance for Drama Education and Hawaii State Theatre Council.

#### POSITION SUMMARY

The Director of Philanthropy leads Manoa Valley Theatre's development program and works closely with the Executive Director (direct supervisor), Development Committee, and Board of Directors to raise funds for the theatre. The position plays a pivotal role in developing contributed revenue strategies as well as actively soliciting funds that will enhance the stability and growth of the theatre. The overall challenge for the Director of Philanthropy will be to create and execute a successful fundraising program that results in the acquisition of new donors, retention of current donors, and gifts at higher giving levels.

The Director of Philanthropy should be a results-oriented leader and a proven fundraiser who can create and execute a fundraising program confidently. The successful candidate needs to be a "people person" who can work nimbly within a frequently changing creative environment to motivate a team and achieve goals. The Director of Philanthropy should be "donor focused" and possess strong interpersonal and communication skills with the ability to articulate compelling messages for support that generate enthusiasm and commitment among stakeholders.

The Director of Philanthropy must show initiative and strong problem resolution skills, be able to participate successfully in a fast-paced, team-oriented environment that is constantly changing and be able to adjust schedules as needed for support at functions, that frequently occur on evenings and weekends.

Representative responsibilities include the following duties:

#### Departmental Leadership

- **Goal setting:** with development & special events committee and executive director, set annual and multi-year goals for contributed income and special purpose fundraising;
- **Annual Fund:** strategy for and oversight of program including direct mail, one-on-one solicitations, donor cultivation/stewardship, and prospect research/identification;
- **Grantsmanship:** strategy for and oversight of grantsmanship including preparation of grant proposals, grant reporting, and potential grant source prospecting;
- **Fundraising events and activities:** help plan and provide leadership in the execution of all Manoa Valley Theatre fundraising and stewardship events including annual fundraising gala event. Provide regular,

timely, and accurate reports of ticket sales and silent/live auction donations, and coordinate collection of funds generated by the event.

#### Liaison

- **Board of Directors:** liaison with the board's development, nominating, and marketing committees, facilitate board involvement in solicitations, and manage board giving
- **Management:** provide regular, timely, and accurate fundraising reports to the producing director and the development committee
- **Communications / Public Relations:** liaison with marketing committee, participating in the creation and dissemination of marketing materials for the organization including playbills and digital marketing/e-newsletters.

#### Donor Cultivation, Solicitation, and Stewardship

- Conduct research and identify potential prospects and new funding sources
- Engage in direct personal solicitation of prospects
- Manage appropriate sponsor and donor credits and benefits, including donor acknowledgment lists for publication
- Track donations and maintain donor records
- Maintain and monitor Development Calendar to assure that all proposals and reports meet deadlines required by funders

#### Communication and Record Keeping

- Highly proficient in using a CRM database such as AudienceView, Blackbaud, DonorPerfect, or similar software.
- Maintain database of donors, donor history, and prospects.
- Keep meticulous donor profiles and track donor communications and meetings in the database to support the moves management process and ensure institutional memory of donor relationships.
- Prepare and process acknowledgment letters, request materials, thank you notes, and other development communications.

### QUALIFICATIONS

A Bachelor's degree is required with a graduate, professional degree, or fundraising certification desired. Candidates should have an established track record in fundraising with an emphasis on major gifts, and experience in direct mail, special events, database management, and grant writing. Proven successful interactions with Boards and a diverse array of community stakeholders. Previous experience with an arts organization and knowledge of arts philanthropy is ideal, as is a strong interest in and passion for theatre and its inherent value in society.

Excellent verbal, writing, editing, and presentational skills are required. Overall computer literacy and proficiency with Microsoft programs including but not limited to Excel and Word is required plus the ability to learn other software programs, as needed. Self-motivation and an ability to work independently are essential, as is an understanding of how to effectively build consensus and an appreciation of the teamwork required to succeed organizationally. Evening and weekend hours are occasionally required.

A member of the theatre's small professional staff team, the Director of Philanthropy will be expected to participate in staff support of special projects and assignments related to the general management of the company along with the other members of the professional staff.

## COMPENSATION AND BENEFITS

Competitive Salary: \$60,000 DOE. If engaged as fulltime staff, benefits include medical insurance, vacation days, sick days, holidays, and discounted and complimentary tickets to Manoa Valley Theatre. If engaged as independent contractor, benefits include discounted and complimentary tickets to Manoa Valley Theatre.

## APPLICATIONS AND INQUIRIES

Send cover letter, résumé outlining demonstrable accomplishments and a verifiable track record, proposed work schedule, stated preference for engagement as staff or contractor, and requested compensation to:

Kip Wilborn, Executive Director

[Kip.Wilborn@ManoaValleyTheatre.com](mailto:Kip.Wilborn@ManoaValleyTheatre.com)

Manoa Valley Theatre

2833 East Manoa Road

Honolulu, Hawaii 96822

Job Types: Full-time, Contract

Pay: \$60,000.00 per year DOE

Contract Length:

- Varies

Full Time Opportunity:

- Yes

Benefits:

- Health insurance
- Work from home
- Flexible schedule

Schedule:

- Monday to Friday
- Weekends required
- Other

Benefit Conditions:

- Only full-time employees eligible