

## JOB DESCRIPTION

**Job Title:** Assistant Director of Development  
**Department:** Development  
**Reports To:** Director of Development  
**FLSA Status:** Exempt, Annual Full-time  
**Pay Tier:** 6  
**Compensation:** \$58,000-\$62,000/year depending on qualifications, competitive benefits package including health insurance, dental insurance, voluntary supplemental benefits, 401(k), vacation, sick time, personal time, and paid holidays.  
**Posted:** August 26, 2021  
**Start Date:** ASAP

### Summary:

Trinity Rep is seeking an experienced, creative, resourceful, strategy-minded, action-oriented development professional to help lead its development team. The Assistant Director of Development works with the Director of Development to design and successfully implement all fundraising activities for the organization, with a particular focus on the Annual Fund, individual giving, strategic development communications, and serving as Campaign Manager during special fundraising campaigns. The ideal candidate will have experience with multiple modes of fundraising; moves management; managing and motivating a team; and project management. Minimum requirements include five or more years of professional fundraising experience (or equivalent combination of education and experience); excellent communication skills; strong administrative and organizational skills; knowledge of customer relationship management and/or fundraising database software (PatronManager or Salesforce preferred); an interest in the arts. Apply online at [www.trinityrep.com/jobs](http://www.trinityrep.com/jobs).

**Essential Duties and Responsibilities** include, but are not limited to, the following:

- Work with Director of Development to design, implement, and evaluate all fundraising activities, including Annual Fund, capital campaigns, special events, donor cultivation, stewardship, and prospect identification to achieve contributed revenue goals.
- Identify opportunities and implement plans to optimize individual solicitation results, increase both the number of donors and per capita giving, and improve donor retention rates.
- Provide strategic oversight of the Annual Fund, establishing overall strategy and solicitation schedule.
  - Maintain a portfolio of 50-75 leadership annual giving prospects/donors (\$10K+), conducting 6-8 visits/month (including phone outreach).
  - Develop, coordinate, and manage annual schedule of solicitation efforts, including mail, online, and special events.
  - Monitor performance and progress of the Annual Fund and suggest solicitors, strategies, and courses of action as necessary.
  - Assist with volunteer solicitor management. Supervise creation of prospect research and list and card creation.
  - Maintain relationships with current donors, identify prospects, and cultivate new donors.
- In partnership with the marketing department, develop strategic communications schedule and messages.

- Serve as Campaign Manager during a fundraising campaign.
  - Play a key role in supporting the campaign's overall success.
  - Track and report on progress towards campaign goals and objectives.
  - Participate in campaign prospect review meetings.
  - Support the development of strategies, outlines, and talking points for cultivation and solicitation meetings and events.
  - Ensure that campaign donors are recognized and stewarded appropriately.
  - Support the Campaign Steering Committee, including by providing logistical support (coordinating agenda content, materials, minutes) for meetings.
  - Manage campaign calendar.
  - Supervise and implement best practices in data management for the campaign.
  - Coordinate the submission of grant requests and other funding proposals related to the campaign.
- Support general fundraising projects and tasks as needed.
- Other duties as assigned.

**Supervisory Responsibilities:**

Supervise and manage the Development Coordinator. Assist in supervising, mentoring, and motivating the other development staff. This position serves as Director of Development in the Director's absence.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Minimum five years of professional fundraising experience (or equivalent combination of education and experience); strong administrative and organizational skills; interest and/or involvement in an arts related enterprise.

**Language Skills:**

Excellent, persuasive, and diplomatic communicator with the ability to positively interact with, effectively share information with, and respond to questions from patrons, managers, colleagues, and the general public in person, by telephone, and in writing. Strong interpersonal skills. Comfortable presenting to groups. Ability to read, analyze and interpret conversations and written materials, including narratives, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write business correspondence, reports, plans, and documentation of procedures.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide figures and to calculate percentages and discounts. Ability to understand and apply concepts of probability. Ability to project future giving.

**Reasoning Ability:**

High degree of integrity and professionalism, respecting confidential donor information and relationships. Exceptional organizational skills and the ability to identify priorities, develop strategies, manage multiple tasks at once, and keep track of and meet deadlines and goals. Strong problem-

solving skills. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of customer relationship management and/or fundraising database software (PatronManager or Salesforce preferred); internet software; spreadsheet software; and word processing software.

### **Other Qualifications:**

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position for up to 75% of the time.
- Must be able to regularly move about inside office and theater spaces to access file cabinets, office machinery, converse with and greet patrons, etc.
- Must have the physical ability to regularly operate a computer and other office productivity machinery (i.e. a calculator, copy machine, computer printer).
- Must be able to ascend/descend stairs and move about multiple times daily to navigate the theater.
- Must be able to position self to set up for events and theater functions.
- The person in this position frequently communicates with patrons, staff, and other constituencies. Must be able to exchange information, discuss, express oneself, and communicate in a tactful manner.
- Must be able to observe physical body language and non-verbal cues.
- Must have the physical ability to move objects weighing up to 10 pounds for office functions and event management/set-up.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- All employees are expected to follow Trinity Rep's COVID-19 Safety Plan and Protocols. All employment is contingent upon proof of full vaccination against COVID-19. Medical and religious exemptions to vaccination requirements will be granted and reasonable accommodations provided under applicable law.
- When onsite, this position works in an open office setting.
- Trinity Rep is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams.
- Trinity Rep is on an active and ongoing journey to be anti-racist organization, advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity.
- Employee must be able to work evenings and weekends up to 10% of the time.
- Employee must be able to travel regionally up to 10% of the time.

*Trinity Repertory Company is an equal opportunity employer dedicated to building a culturally diverse, equitable, and anti-racist environment. For information about Trinity Rep's commitment to antiracism, please visit [www.trinityrep.com/antiracism](http://www.trinityrep.com/antiracism).*

## **ABOUT TRINITY REPERTORY COMPANY**

Rhode Island's Tony Award-winning theater company, Trinity Rep has created unparalleled professional theater for and with its community since its founding in 1963. Trinity Rep is committed to reinventing the public square and inspiring dialogue by creating emotionally-stimulating productions and innovative education programs for all ages and abilities. Whether classical or contemporary, all of Trinity Rep's productions connect audiences with the play and each other in meaningful and sometimes surprising ways. Its annual production of *A Christmas Carol* has brought families together for 40+ years and made memories for over a million audience members. Trinity Rep shapes the future of the nation's theater through the development and production of new plays, as well as the tuition-free Brown University/Trinity Rep MFA program – one of the leading programs for actor and director training in the world.

Trinity Rep strives to facilitate human connection through its commitment to forming meaningful community partnerships, creating a safe and welcoming environment for everyone, delivering exceptional customer service, and connecting patrons with its resident company of artists. Trinity Rep has resolved to place antiracism at the center of its work and has embarked on a robust planning process to develop and implement a bold new vision for theater making, education, and community engagement, founded on the principles of genuine equity and antiracism.

Located in downtown Providence, Trinity Rep has long been a driving force behind the creativity that fuels and defines the region. Typically employing over 250 artists, educators, and administrators, the organization generates nearly \$21 million in direct and indirect economic activity annually. It is one of 76 theaters nationwide with membership in LORT (the League of Resident Theaters), the organization representing America's leading professional theater companies.

Learn more at [www.trinityrep.com/about/](http://www.trinityrep.com/about/).

## **ABOUT THE COMMUNITY**

Ranked #1 in Travel + Leisure Magazine's 2014 America's Favorite Cities Survey, praised by Architectural Digest as "The country's best small city," and named America's Coolest City by GQ Magazine in 2015, Providence is the capital and most populous city in Rhode Island. Founded in 1636, it is one of the oldest cities in the United States and the third-largest city in the New England region after Boston and Worcester. Providence has a city population of 180,609 and is part of the Providence metropolitan area with an estimated population of 1,622,520. The region is considered part of the Greater Boston combined statistical area, the sixth largest in the country, with over eight million residents.

Once nicknamed the "Beehive of Industry," Providence has rebranded itself as the "Creative Capital" to emphasize its educational resources (Brown University, Rhode Island School of Design, Providence College, Rhode Island College, Roger Williams University, and Johnson & Wales University) and arts community. Over the last twenty years, much of Providence has undergone a true civic renaissance, as political leaders and residents have propelled the city into an exciting place to work and live. City streets are packed with boutiques, hotels, renovated lofts, excellent restaurants, and art spaces.

In addition to being the home of Trinity Repertory Company, Providence has a remarkable arts and culture community that includes nationally renowned community arts center, AS220; the Rhode Island Philharmonic Orchestra; RISD Museum; Providence Athenaeum; Festival Ballet; and WaterFire. Providence is also home to several performing arts centers such as the Veterans Memorial Auditorium and the Providence Performing Arts Center, as well as a number of smaller theaters. The city's music scene, centered on artist-run spaces, is well known in underground music circles.

The restaurant scene in Providence is second to none and a source of immense pride for residents, as the city has been consistently recognized as a top city for food. Because of Rhode Island's proximity to the ocean, many restaurants, grocery stores, and farmer's markets boast food sourced from the state itself, giving real meaning to the phrase "farm-to-table" dining. From bakeries and coffee shops, to bars and food trucks, there is no shortage of fun, excellent, cutting-edge dining in the city.

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