



**CASA MAÑANA**  
**Job Description**

**JOB TITLE:** Development Officer  
**REPORTS TO:** Vice President of Development

**OBJECTIVE:**

The Development Officer supports Casa Mañana’s fundraising efforts through portfolio management, annual giving campaigns, donor stewardship, sponsorship solicitation, donor events, and development operations support. This role manages a portfolio of mid-level annual giving donors, helping cultivate, solicit, and steward meaningful relationships that strengthen long-term philanthropic engagement and support Casa Mañana’s overall fundraising goals.

**HOURS:**

Monday through Friday from 9:00am to 5:00pm, with evening and weekend hours required based on theatre performances, donor events, and fundraising activities. This position is full-time and exempt.

**JOB RESPONSIBILITIES / DUTIES:**

**Portfolio Management & Donor Relations**

- Manage a portfolio of up to 150 donors and prospects through identification, cultivation, solicitation, and stewardship
- Develop and implement short- and long-term cultivation and solicitation strategies for mid-level annual giving donors
- Identify, cultivate, solicit, and close gifts up to \$2,500 from individuals and corporations to total \$645,000 to help achieve annual fundraising goals
- Conduct meaningful donor outreach through face-to-face meetings, phone calls, emails, and event engagement
- Prepare donor proposals, solicitation materials, and stewardship communications
- Track donor activity, moves management, and fundraising progress

- Partner with the Vice President of Development to support multi-year donor commitments and long-term relationship building

### **Annual Giving**

- Lead annual fundraising campaigns, including North Texas Giving Day, end-of-year appeals, fiscal year-end appeals, and monthly giving initiatives
- Develop and implement annual giving and stewardship strategies for mid-level annual giving donors
- Assist with donor communications, appeal copy, and fundraising materials
- Explore creative fundraising and donor engagement opportunities

### **Data Management & Donor Stewardship**

- Maintain accurate donor and gift records within the CRM database
- Generate timely gift acknowledgements, invoices, and pledge reminders
- Ensure donor profiles and contact information remain current and accurate
- Assist with reporting, donor tracking, and fundraising analytics

### **Event Fundraising & Sponsorships**

- Solicit sponsorships for the annual gala and other fundraising events
- Assist with the planning and execution of fundraising events, donor cultivation events, auctions, and raffles
- Support event website updates, including ticket sales, auction listings, sponsorship information, and payment tracking
- Membership fulfillment

### **Collaboration & Community Engagement**

- Maintain a visible presence at performances and donor events to strengthen patron and donor relationships
- Attend networking events, community events, conferences, and professional development opportunities
- Collaborate closely with the Vice President of Development and development team to achieve fundraising goals
- Support special projects and additional development initiatives as needed
- Demonstrate a positive, collaborative, and team-oriented attitude across departments

### **EDUCATION:**

College degree or equivalent experience preferred

**SKILLS:**

Exceptional relationship-building, communication, organizational, and interpersonal skills; strong attention to detail; proactive problem-solving abilities; and proficiency with Microsoft Office and database systems. Tessitura and OneCause experience preferred.

**EXPERIENCE:**

Minimum three years of development, fundraising, or nonprofit experience preferred. Performing arts experience is a plus.

Please email resume and cover letter to [jessica.walsh@casamanana.org](mailto:jessica.walsh@casamanana.org).

Casa Mañana is committed to fostering an inclusive and diverse arts community in Fort Worth. We welcome applicants of all abilities, ethnicities, gender identities, and ages to apply for positions. Casa Mañana is an equal opportunity employer.