

J O B D E S C R I P T I O N



POSITION: Associate Director of Development
DEPARTMENT: Development
REPORTS TO: Director of Development
STATUS: FT/Exempt

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Paula Tomei. SCR is widely recognized as one of the leading professional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation’s largest commissioning programs for emerging, mid-career and established writers. Of SCR’s more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

POSITION SUMMARY

SCR seeks an Associate Director of Development to join a dynamic team of artists and staff in growing one of the nation’s best regional theatres. The Associate Director position reports to the Director of Development and is a front-line development officer responsible for maximizing support from individuals who give \$1,400 to \$9,999 annually and corporate donors who give \$2,500 to \$40,000 annually, managing a personal portfolio of 200+ individual and corporate giving donors and prospects.

Serving as an essential member to SCR’s six-person development team, a successful candidate will also support the major giving efforts of the Director of Development, Managing Director and Artistic Director as well as Board of Trustees and help develop strategies for growing the Annual Fund to pre-pandemic levels and beyond.

PRIMARY RESPONSIBILITIES

- Help define, manage and implement a holistic strategy for all phases of the \$3 million Annual Fund.
 - Initiate and implement innovative ideas to generate new contributed revenue and add value to partnerships.
 - Work with the Director of Development to develop strategies and sales flow to a) cultivate new donors, b) upgrade current donors, particularly at the Platinum, Golden, Silver and Corporate Circle levels, and c) focus on donor retention.

- Serve as staff liaison to the Board of Trustees's Platinum Circle, Golden Circle and Corporate Circle Committees, and assist volunteer committee members in the complete donor cycle.
- Direct strategy for direct mail campaigns and manage staff that will deploy letters and emails.
- Manage a portfolio of corporate and individual donors giving \$1,400 - \$40,000 and above.
- Work closely with the Director of Development in creating department systems.
 - Implement and maintain a moves management system.
 - Manage protocols and constantly be seeking improvement to the acknowledgement process, gift entry, donor recognition, donor communications, etc.
- Define, manage and implement a holistic strategy for all phases of the donor communications plan.
 - Initiate cross-departmental partnerships and own overall responsibility for meeting established metrics.
- Work closely with the Director of Special Events on developing new strategies and goals for multiple cultivation and stewardship events throughout the year.
- Assure benefit fulfillment for all individual and corporate donors and evaluate benefits annually.
- Direct strategy on annual First Nights (opening nights) subscription renewal campaign.
- Plan and execute First Nights strategy, including invitations, list creation, seating and more.
- Assist in identifying and cultivating nominees for the Board of Trustees.
- Work closely with the Director of Development on campaigns for major donors, planned giving and Endowment giving.
- Attend and work special events throughout the season; some nights and weekends required.
- Other duties or projects as assigned.

QUALIFICATIONS

- A successful track record in closing gifts through personal solicitation, and an ability to think strategically, manage multiple projects effectively and evaluate programs.
- Ability to lead and manage volunteers in the fundraising process.
- Minimum six years of progressive experience in nonprofit fundraising.
- Personable communicator and writer, with experience communicating effectively to staff, executive leadership, Board members and community members.
- Experience in fundraising for the arts and member programs a plus.
- Experience using Tessitura or equivalent database system.
- Strong proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- A commitment to excellence and to making a meaningful difference; results-driven, improvement-focused, and action-oriented.
- A working style that promotes teamwork, enhances creativity and motivation, facilitates communication and builds consensus.

- Self-starter able to jump in and lead multiple concurrent projects with little supervision.
- Reliable transportation required for donor meetings.
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture.

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, personal days and holidays, and excellent health benefits including medical, dental, vision, life and long-term disability insurance. Salary range: Low to mid \$80,000s.

COVID PROTOCOL

SCR requires that all employees be fully vaccinated against COVID-19 as a condition of employment, subject to limited medical or religious exceptions.

TO APPLY

Please direct applications and inquires to Richard Stein, Arts Orange County, at rstein@artsoc.org, which is handling the search for this position.

South Coast Repertory is an equal opportunity employer that values diversity in all areas of its operations.