



Position Description Development Director

POSITION SUMMARY: The Development Director is a critical member of the administrative team that supports and carries out Near West Theatre's mission and expands on its almost 50 years of operational strength. The Development Director works with the Executive Director and Board of Trustees to build the organization's capacity in all areas of fund development to solidify fiscal strength.

The Development Director will lead the strategic growth and diversification of contributed revenue at Near West Theatre that advances individual philanthropy, institutional, corporate and government funding, donor stewardship, and long-term sustainability. The ideal candidate is both strategic and relationship-driven, with the ability to build and manage fundraising systems and technology, cultivate meaningful and authentic donor relationships, and translate Near West Theatre's mission into compelling philanthropic opportunities.

Near West Theatre has a unique identity as an intergenerational community-based theatre where people work side-by-side, onstage and off, producing our annual production season and through participation in mission-centric programs and events. NWT provides high quality, innovative, socially relevant musicals that are inclusive and accessible with our community. NWT is a founding anchor institution of the Gordon Square Arts District serving the Detroit Shoreway, West Side and Northeast Ohio communities in our state-of-the-art 27,000 square foot, ADA accessible facility.

KEY RESPONSIBILITIES

Fundraising Management:

- Raise annual operating contributed revenue and cash reserve through new and established fundraising initiatives and campaigns
- Manage the annual appeal campaign in coordination with Grants & Data Manager and Marketing Manager
- Oversee development and fundraising requests such as foundation and corporate proposals working closely with the Grants & Data Manager
- Approve and oversee annual grants and reporting calendar to ensure accurate and timely reports to all funding sources in coordination with Grants & Data Manager
- Advise and make recommendations on the contributed income and fundraising expenses for the annual operating budget
- Manage and oversee the Near West Theatre annual benefit
- Develop and manage the annual calendar of special donor cultivation and stewardship events
- Oversee regular maintenance and function of all fundraising systems and technologies
- Partner with the Development Committee to advance the fundraising goals of the institution
- Assist the Executive Director in facilitating relationships with local, state and federal officials
- Serve as a critical fundraising representative of the organization throughout the region

Donor Cultivation and Stewardship:

- Build authentic long-term, values-aligned donor relationships rooted in stewardship, trust, and sustained philanthropic engagement
- Identify, cultivate and steward prospects through audience development, alumni engagement, community programs, and events
- Engage the Board of Trustees and Development Committee to identify new fundraising opportunities and prospects
- Develop meaningful and creative opportunities to cultivate and steward donors
- Maintain development and acknowledgment policies and procedures in coordination with the Grants & Data Manager
- Create and implement a major donor program, working to cultivate and solicit gifts from high-level donors
- Formalize and implement an institutional Planned Giving program

Financial Coordination & Compliance:

- Oversee monthly, quarterly, and year-end gift reconciliation in partnership with the accounting consultant
- Serve as liaison to the accounting consultant for income reporting and reconciliations in coordination with Grants & Data Manager
- Assist with annual audit preparation and IRS Form 990 documentation
- Support grant compliance reviews and internal reporting needs
- Maintain organized digital and physical grant and donor records

Collaboration & Systems Support:

- Partner with Production, Programs, Education, Marketing, and Finance teams to align data and reporting needs
- Partner closely with programs and marketing to translate organizational priorities into compelling funding opportunities
- Provide database training and ongoing support for staff and board members
- Contribute to continuous improvement of systems, workflows, and tools
- Participate in cross-departmental planning meetings
- Provide administrative and strategic support the Executive Director as needed
- Serve as staff liaison to the Board of Trustees and the Development Committee
- Assist the Executive Director in communicating with the Board of Trustees
- Serve as a member of the special events team, planning and implementing fundraising and donor-centered events and programs
- Assist in the successful execution of productions and events as needed such as house management, event set up and tear down
- Other duties as assigned

REQUIRED SKILLS:

- 5+ years' experience in major individual, corporate, foundation and government fundraising
- Excellence in writing and effective communication skills
- Proven experience in partnering with and organizing a diverse, creative group of people to successfully accomplish specific goals within a limited timeframe
- Demonstrated skills in the following environments: Windows, Word, Excel (mail merges, etc.), constituent/non-profit tracking database systems, Constant Contact, email, and social media
- Flexibility in schedule to work evenings and weekends when appropriate
- Detail-oriented professional who can plan and implement complex tasks while managing everyday business tasks
- Capable of regularly meeting deadlines in a fast-paced, multi-project environment

- Excellent listening skills required
- Eagerness to share information and ideas with colleagues to achieve excellent results
- Sense of humor and adaptability to maintain a congenial working environment
- Highly motivated with the ability to work alone or in collaboration with others
- Able to delegate to and collaborate with other staff members and volunteers as needed to ensure successful completion of projects

QUALITIES & CHARACTERISTICS:

- Kind, empathetic, and collaborative in maintaining a safe and positive work environment
- A proactive self-starter and creative problem-solver
- An appreciation for social justice initiatives
- A desire to make our community and region a better society
- Passion for helping guests, patrons, participants, families, and volunteers
- A willingness to support other staff and pitch in when someone needs help
- Calmness under pressure
- A commitment to the values and mission of the organization
- A commitment to forwarding organization racial equity goals and commitments

MANAGEMENT RESPONSIBILITIES:

Development Director supervises the Grants & Data Manager

JOB CLASSIFICATION:

This is a Full-Time, exempt, 40-hour+ per week position requiring some evenings and weekends. Salary will be commensurate with experience with a considered range of \$72,000 - \$78,000. In addition, the selected candidate receives medical, dental benefits, and pension contribution after one year. 20 days of paid time off annually, in addition to national holidays and an organization-wide 2-week winter break.

PHYSICAL: Must be able to work in an open office environment. Requires the ability to sit and be stationary for prolonged periods of time, normal or corrected vision and manual dexterity sufficient to perform work on a personal computer and other office equipment such as a copy machine and computer printer. Must have reliable transportation and able to attend many offsite meetings and events. **Candidates must complete a comprehensive background check.**

TO APPLY: Please apply with a cover letter and resume online through our website form, [here](#). If preferred, applicants may email application directly to: hr@nearwesttheatre.org with the job title listed in the subject line; or mail to: Near West Theatre, ATTN: Human Resources Department, 6702 Detroit Avenue, Cleveland, OH 44102. **No phone calls please.**