



## **Lincoln Theatre Center Foundation**

### **Development Director**

The Lincoln Theatre is a beautifully restored, 500-seat vaudeville/silent movie theatre built in 1926 located within the business district of downtown Mount Vernon in the Skagit Valley, WA. The Lincoln hosts an annual audience of more than 40,000 patrons and visitors. The Lincoln has diversified programming and community partnerships and an aggressive expansion strategy that mirrors ambitious efforts by local business and government to further revitalize Downtown Mount Vernon and bring visitors to the Skagit Valley.

The Historic Lincoln Theatre is a 501(c)(3) non-profit organization operated by the Lincoln Theatre Center Foundation with its Board of Directors, owned by the City of Mount Vernon, and placed on the National Register of Historic Places in 1989.

The mission of the Lincoln Theatre is to entertain, inform & inspire our diverse community through cinema, live performance & educational programs while preserving the historic Lincoln Theatre.

#### **Job Description**

Oversees the planning and implementation of all matters related to the Lincoln Theatre Center Foundation's development programs; primarily responsible for connecting people in the broader community, creating relationships with businesses, individuals, and other relevant organizations to secure sponsorships for events and strong donor and membership support for the Foundation.

- Create and propose to ED and BOD a Development Plan for the Foundation in general and the Centennial Celebration (2026) in particular
- Manage all fundraising events and activities
- Promote and sustain membership to meet goals
- Implement strategies for building the endowment fund
- Evaluate and strengthen the Theatre's existing donor programs to achieve revenue goals
- Promote and secure event sponsorships
- Coordinate with ED on Foundation involvement with community organizations (EDASC, Skagit Community Foundation, Downtown Associations, Chambers of Commerce, etc.)
- Develop and implement a sustaining grant application process

- Provide timely reports to ED on development activities and progress toward goals and presents at BOD meetings

### **Qualifications**

- Minimum three (3) years of experience (or equivalent combination of education and experience) in development and fundraising; previous experience in a live community theatre or non-profit organization is preferred.
- Ability to coordinate and motivate the efforts of a development team of mostly volunteers
- Exceptional verbal and written communication skills
- Experience with budgets and financial documents
- Ability to work equally well independently and collaboratively
- Strong organizational and multi-tasking skills
- Proficient with Microsoft Office Suite and social media platforms; working knowledge of database management.

### **Successful candidates will have:**

- Diverse background in development field and successful track record of soliciting major gifts with foundations, corporations, and individuals; capital, endowment, and planned giving experience preferred
- Demonstrable success in building an individual donor base
- Strong organizational skills to keep accountable to meeting goals and deadlines
- Desire and prowess to engage with a diverse community of patrons, sponsors, businesses, and donors, and actively pursue development opportunities in both likely and unlikely places
- Consistently acquire grants due to effective and compelling submittals
- Proactive attitude and approach to all responsibilities under their purview
- Genuine curiosity and ability to suggest improvements and contribute to the success of the Foundation

### **Compensation and Benefits**

This is a full-time, non-exempt position with occasional evening and weekend hours required; flexible hybrid workplace option (remote and in-office) is available; Wage: \$23/hour; Benefits include monthly medical stipend; paid holidays & vacation.

### **Application Process**

This position is open until filled; The first round of applications will be considered on **October 25, 2021**. To apply, submit resumé, three (3) professional references, and cover letter to [roger@lincolnthatre.org](mailto:roger@lincolnthatre.org).