

**Actors Theatre of Louisville**  
**DIRECTOR OF DEVELOPMENT (FUNDRAISING)**  
**Posted January 2019**

Position: Director of Development (Fundraising)  
Reports To: Managing Director  
Department: Development  
FLSA: Exempt

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**About Actors Theatre of Louisville:**

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Director of Development (Fundraising).

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

**Summary of Position:**

The Director of Development is a member of the Theatre's senior leadership team, reporting to the Managing Director and working closely with the Board of Directors and other volunteers. This position leads strategy development and supervises the planning, implementation, and evaluation of all fundraising programs, including special events, to raise \$4.6+ million in annual contributed income through individual, corporate, foundation, and government support.

The Essential Functions include, but are not limited to, the following:

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- Collaborates regularly with the Managing Director and Artistic Director to ensure a clear and accurate interpretation of the organization's vision and direction.
- Supervises a staff of 4 full-time professional personnel responsible for securing individual, corporate, foundation and government support.
- Cultivates a major gifts portfolio of the Theatre's top donors across individual, corporate and foundation supporters.
- Leads initiatives to achieve goals defined in Actors Theatre's strategic plan, and further develop long-range contributed income goals and strategies.
- Plans and executes strategies to raise capital and endowment funds on an ongoing basis. The Theatre is in the early stages of a major capital campaign.
- Serves as the primary Development liaison to the Board of Director's Executive, Internal Affairs, External Affairs, Governance and Campaign Committees.
- Manages cash flow expectations and annual expense budget for contributed income. Prepare monthly reports for the Finance department and various Board committees that detail progress toward goals.
- Works closely with staff, the Board of Directors and other volunteers to maximize the effectiveness of the Theatre's diverse special events, which range from small cultivation dinners and opening night parties to the annual fundraiser Lobster Feast, in order to help attract, develop and retain donors.
- Supervises and manages the research and preparation of all foundation, corporate and government grant proposals and oversee grant administration and reporting.
- Cultivates participation in a formal planned giving program.
- Oversees the success of the Theatre's young professional volunteer organization, interACT.
- Collaborates with the senior leadership team on key organizational issues ranging from long-term strategy to day-to-day management and infrastructure needs.
- Represents the Theatre across the community, at various events and by serving on committees, to further promote the value of the performing arts and Actors Theatre in particular.
- Maintains a strong relationship with the Marketing department and Box Office to ensure organizational strategy coordination and customer relationship management in marketing and fundraising efforts.

**Knowledge, Skills and Abilities:**

- Strong knowledge of principles, ethics and practices of successful fundraising.
- Excellent strategic thinking, leadership and relationship-building skills.
- Proven leadership, managerial, and interpersonal skills to guide a high-performing team to success; pro-active and positive attitude in a fast-paced environment.

- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities.
- Exceptional organization skills with strong attention to detail.
- Skill in raising contributed income through major gifts, an annual fund, corporate sponsorships, planned gifts and endowment support, in-kind giving and capital campaigns.
- Skill in initiating and utilizing innovative approaches to fundraising.
- Excellent team builder with motivational and leadership skills.
- Proven ability to work effectively with board members, colleagues, donors and volunteers.
- Ability to be hands-on with various tactics to reach annual targets.
- Ability to take initiative and ownership of projects and work with minimal direction and supervision.
- Ability to work on variety of projects simultaneously is essential.
- Ability to lead multiple long and short term projects simultaneously, meeting all related deadlines.
- Ability to communicate clearly in writing.
- Ability to work at the conceptual level as well as the implementation phase.
- Ability to work successfully under pressure.
- Ability to manage and effectively communicate pertinent information with staff and board.
- Ability to present, inform and motivate individuals and groups about the Theatre's mission and program.

***Minimum Qualifications:***

- Bachelor's Degree in a related field. Professional experience may be substituted.
- Five (5) or more years' leadership experience.
- Five (5) or more years' fundraising experience.
- Previous experience working on capital campaign management.
- Experience developing and maintaining productive working relationships with board members, donors, and community members.
- Demonstrated experience with best-practice fundraising methods and techniques.
- Computer and internet literacy; experience in donor database (Tessitura and/or Raisers Edge preferred).
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

**Compensation:**

Compensation will be competitive with similar positions throughout the region and experience. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and, a 403(b) retirement plan.

**To Apply:**

Applicants interested in applying for this position must email cover letter and resume to:

Norman Dixon, Executive Assistant  
[ndixon@actorstheatre.org](mailto:ndixon@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*