

**Job Title:** Development Director

**Reports to:** Executive Director

**Position location:** Toledo, Ohio (in office)

**Compensation:** Commensurate with experience

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## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Responsible for designing and executing a comprehensive development strategy including the following core initiatives: communications and awareness, annual fund, major and planned gifts, donor stewardship.
- Responsible for meeting annual fundraising goals.
- Responsible for all donor cultivation, solicitation, and recognition, including management of a major gift program for self, Executive Director, board members and other key volunteers and potential donors.
- Responsible for the evaluation, creation, and leadership of tertiary giving programs and societies.
- Develops strategy for identifying major gift donors and strategies that bring together potential or current donors and the Executive Director.
- Develops and implements capital and/or comprehensive campaigns with approval from the Executive Director and board.
- Builds relationships with board and staff members, volunteers, community partners and donors.
- Should look toward creating a more effective and efficient system of sharing of information, case successes, and financial/outcome data. Is responsible, along with the leadership, to advance and grow an internal culture and commitment to philanthropy.
- Responsible for creating, and updating, a fundraising *case for support* document along with other fundraising collateral.
- Drives all donor recognition and stewardship efforts and identifies unique ways to engage donors over time, and partnering, where necessary, with other departments at the Valentine such as Marketing/Programming, Special Events/Bars.

- Develops systems to encourage board involvement in solicitations, personal giving, and donor recognition.
- Responsible for the development of a planned giving society, to increase support for the Valentine Theatre's ongoing programs and services. This includes oversight of related policies and procedures, marketing, and educational materials.
- Acts as lead staff liaison to the board's resource development committee; prepares and presents the advancement report for board meetings.
- Attends all events and is active in relevant community initiatives.

*The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not an exhaustive list of duties to be performed.*

## **Requirements and Qualifications**

- A bachelor's degree is preferred.
- Three to five years of fundraising or sales experience is required.
- Marketing and communications experience is required.

## **Knowledge, Skills, and Abilities**

- Deep appreciation for the performing arts and ability to articulate their positive impact on individuals and communities.
- Must be comfortable asking for money and have proven experience soliciting donors.
- Ability to develop compelling and creative materials for use in fundraising.
- Ability to conceive of and execute creative and engaging donor events, developing strategic community partnerships to minimize overhead and leverage marketing and audience building.
- Experience or familiarity with various forms of planned giving.
- Must be self-starter/self-motivated, well organized, detail oriented and able to work with minimal supervision.
- High degree of professionalism and sensitivity to confidential information.
- Highly collaborative and strong ability to maintain positive working relationships.



- Proficiency with social media and email marketing platforms.
- Excellent written, verbal, and interpersonal skills.
- Computer proficiency; knowledge of donor software products, Microsoft Office products, willingness to learn programs such as Canva for developing compelling materials for use in fundraising.
- Available for activities before and after normal work hours including weekends, as needed, with regular travel necessary.
- Enthusiastic attitude and commitment to the mission of the organization.

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To apply for this position, please send a letter of interest and resume or CV to Abby Glanville, Executive Director of the Valentine Theatre, via email to [aglanville@valentinetheatre.com](mailto:aglanville@valentinetheatre.com)

For priority consideration, please submit materials by Tuesday, April 15th, 2025.