



## **Job Description**

### **Development Director**

#### **Organization Summary**

The Unusual Suspects Theatre Company's mission is to mentor, educate, and enrich underserved youth through the creation of collaborative, original theatre. Our vision is a world where all youth are given the opportunities and support they need to succeed.

#### **Job Summary**

The Development Director provides fundraising leadership and communications strategy to The Unusual Suspects. This position must be independent, focused, and self-directed, while also very detailed orientated. The Development Director is a leadership position and must provide inspiration, ideation and a strong work ethic to lead a small team of development experts. The position is responsible for annually increasing the fundraising of the organization through foundation and government funding as well as individual and corporate giving. The organizations current fundraising goal is \$1 million for 2018. The ideal candidate is a strategic thinker with a deep philanthropic portfolio that can develop new ideas for funding and seek sustainable partnerships. Position reports to the Executive Director.

#### **Duties and Responsibilities:**

- Creates overall development strategies, working closely with Executive Director, Board of Directors, and US staff to increase support for The Unusual Suspects Theatre Company
- Develops and implements an annual Development Plan and produces revenue progress reports
- Serves as the organization's ambassador, nurturing funder relationships and identifying individuals for board candidacy and prospects as potential donors
- Helps identify, cultivate, recruit, develop, and evaluate fundraising volunteers and contractors
- Strategically leverages the time and connections of the Executive Director and other senior leaders to support aggressive fundraising targets, including developing the capacity of the Board to execute against development goals
- Effectively manages a department that includes a Grant Manager, a Part-Time Grant Writer, a Part-Time Communications Associate, and 2-4 consultants creating a culture of accountability while evaluating performance goals regularly
- Assures development and writing of foundation and corporate proposals and solicitation materials.
- Assures timely, accurate design and maintenance of donor and prospect records, gift management systems, and informational reports. Assures appropriate and ongoing prospect research
- Leads strategic, coordinated efforts with US staff, volunteers, board and committees to execute a successful annual Gala that meets or exceeds its fundraising goal with sponsorships, table and ticket sales and live auction revenue, along with 1-2 smaller cultivation events throughout the year
- Designs annual Communications Plan and oversees relevant website content, daily social media messaging, and monthly electronic communications that reflect the US brand
- Oversees internal and external communications functions, including branding implementation and production of all fundraising materials
- Oversees the development budget items, staff, goals and consultants to assure accurate reporting, budgeting and fundraising goals and expenses.
- Takes on a staff leadership role in communicating and working with one of the Board committees
- Other duties as assigned

## **Desirable Skills & Qualifications**

- Must have a Bachelor degree (BA, BS, etc.) in related field
- At least 5 years of working experience in a similar role
- Work well with people in various communities, institutional and governmental organizations
- Cultural competency to work with individuals from diverse backgrounds
- Working proficiently in relevant office/finance software and ability to analyze financial statements
- Developed relationships with outside vendors, contractors and operational resources
- Work in a team environment with minimal supervision
- Experience in meeting facilitation, and/or community relations
- Ability to work independently, be flexible, and manage multiple priorities
- Work well in a team-oriented environment and maintain harmonious relationships
- Some knowledge of the Los Angeles City/County/State political and policy process
- Proficient computer skills, especially using Microsoft Suite, Google Suite, and donor databases
- Detail-oriented with excellent communication, organizational, interpersonal and writing skills
- Experience with public speaking and presentations
- Must have reliable transportation and be able to drive a car and have appropriate auto insurance coverage, and a valid California Driver's license
- English/Spanish bilingual is a plus

## **Personal Qualifications:**

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of The Unusual Suspects organization.

## **Physical Requirements & Work Environment:**

Must have a valid Driver's license, reliable transportation and appropriate auto insurance coverage. Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works primarily in the US administrative office but must be willing to use personal equipment such as cell phone and laptop/tablet if working remotely.

## **Salary & Schedule**

- \$60,000 - \$65,000 annually. Commensurate with experience. Exempt position. Health benefits.
- Position is expected to work at least 40 hours weekly. Candidate must be open to work a flexible schedule, including some evenings and weekends.

## **Apply Today!**

Send resume and cover letter to [jobs@theunusalsuspects.org](mailto:jobs@theunusalsuspects.org). Include in the subject line of your email the title of the position in which you are applying. No calls please.

## **Additional Information**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.