

JOB ANNOUNCEMENT

Title: Director of Development

Location: Tucson, Arizona. Some travel required. Flexible hybrid work arrangements.

Annual Salary: \$30,000 - \$37,000

Classification: Part-time exempt. 20 hours/week, will include some evening and weekend performances and events.

To apply, submit cover letter and resume to:

Michael Martinez: michael.m@livetheatreworkshop.org

Start Date: Approximately between Sept 20, 2025 - November 20, 2025

Position open until filled.

Benefits:

Paid Time Off (Paid organization Holidays plus 40 hours annual PTO), flexible hours, flexible remote work options, complimentary show tickets, and reduced class fees.

Live Theatre Workshop (LTW):

LTW's mission is to produce professional theatre and theatre education that entertains, educates, and enlightens a diverse group of children, adults, and families. Our goal is to provide high-quality performances and theatre education to people of all ages, with a special focus on marginalized and low-income communities that are all too often overlooked in access to the arts. Since 1994, we have offered Tucson quality experiences through a variety of professional theatre performances, education classes, and outreach. We currently offer programming that aims to lower barriers to participation through affordable ticket prices, scholarships, free school programs, and an environment of inclusivity and community for theatregoers, students, patrons, and artists. The overarching goal is to produce unique shows that unite our community by telling stories that humanize larger social issues and represent people and cultures who have been underrepresented in art. We believe that social cohesion is essential to the health of our community, and we utilize theatre as a vehicle for connecting disparate groups of theatre artists and theatre lovers. livetheatreworkshop.org

Position Description:

The Director of Development is a key member of the LTW fundraising team. This new staff role will help lead and grow LTW's supportive relationships, fund development, manage the organization's fundraising events, and donor stewardship initiatives. Reporting to the Executive Artistic Director, the Director of Development will work closely with members of the staff to establish and meet the resource development goals of Live Theatre Workshop. This position will also be responsible for effective and efficient use of resources and the donor data management system (Bloomerang) to measure and achieve development goals. The Director of Development co-shares, with the Executive Artistic Director, the responsibility of creating and managing the Annual Development Plan.

The primary goal of the Director of Development is to effectively communicate LTW's mission and impact with all stakeholders to grow and maintain charitable revenue. In partnership with the Executive Artistic Director, this position will help lead the oversight and management of all contributed revenue including individual donations, foundation and government grants, and major and planned giving. The Director of Development works as a team with the Executive Artistic Director, staff, and Board of Directors to fulfill the goals of the Annual Development Plan.

Utilizing all available resources, the successful candidate will:

- Increase communication and stewardship with individual donors, foundations, and corporate partners.
- Create effective fundraising campaigns that will engage new donors and increase retention with established donors.
- Build a major gifts and planned giving program.
- In collaboration with the Executive Artistic Director, increase annual grantseeking activity.
- Improve fundraising data tracking, analysis, and planning.
- Strive to reach and exceed a \$235,000 annual charitable revenue goal, a third of LTW's annual operating budget.

Duties and Responsibilities:

45% Donor Relationships

- Regularly attend events in all LTW programs to build relationships with participants.
- Build and manage a portfolio of donors.

- In partnership with the leadership team, create and implement solicitation plans for major donors annually.
- Support and lead other staff and board members in solicitation plans and stewardship activities.
- Attend community events that build relationships and professional connections with donors, fundraising partners, and peers.
- Manage regular acknowledgement and prompt thank you processes to ensure donors understand their impact and feel appreciated.

25% Grant Writing

- Manage and build a database of grant opportunities to apply for each year as part of the Annual Development Plan.
- In collaboration with the Executive Artistic Director, help manage grant applications and proposals to reach grant funding goals.
- Manage timely grant funder reporting and relationship building.
- Help advance connections and relationships with grantmaking organizations beyond application cycles.

20% Annual Development Plan

- In partnership with the Executive Artistic Director, develop and implement strategy to improve and expand the already existing Annual Development Plan with the goal of increasing contributed revenue.
- Manage a detailed calendar of stewardship activities, annual campaigns, and events to advance and grow donor relationships.
- Track fundraising data to create a detailed understanding of trends and return on fundraising investments.
- Plan development events, including donor appreciation and cultivation. This includes a few annual donor appreciation events, inviting existing funders to shows and classes, scheduling meetings with donors and their staff/board connections, and scheduling stewardship and thank you letters and phone calls.
- Annually, plan and process a few digital and print direct gift appeal mailings.

10% Donor Base Management (Bloomerang)

- Manage Bloomerang Database and oversee input gift processing.

- Participate in monthly reconciliation with the finance department.
- Train new database users.
- Ensure that all donor acknowledgements are sent in a timely manner.
- Ongoing data management and clean up to ensure accurate mailing lists and reporting.
- Build and maintain Bloomerang reports that produce accurate and effective data for leadership reporting.

Qualification and Skills:

- Minimum three years of non-profit experience as a development professional; strong understanding of fund development planning and management.
- Must be able to work independently and as part of a creative/progressive team.
- Must have strong leadership and interpersonal skills.
- Must be highly organized and detail oriented.
- Must be able to communicate clearly and concisely both orally and in writing.
- Comfortable working with and managing Bloomerang or other customer relationship management donor databases.
- Familiarity and fluency with a personal computer system, especially with databases and programs such as Google and Microsoft.
- Creative problem solving and planning skills.
- A pleasant, flexible personality, and good “people skills” are essential.
- Demonstrated interest in Live Theatre Workshop and its mission, vision, and values.
- Successful track record with fundraising and relationship building.
- Must have demonstrated ability to independently travel to and attend offsite events.

Additional Information:

Professional development with leading fundraising experts will be available to the successful candidate as part of the onboarding process.

Live Theatre Workshop is an Equal Opportunity Employer and will consider all applicants for employment and all employees for placement, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, creed, gender, gender expression, age, national origin, ancestry, abilities, marital status, sexual orientation, economic circumstances, criminal convictions, or military status.

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