



Debut Theatre Company has an immediate opening for a half-time Development Director (DD). The position will be re-evaluated after six months of employment and will be extended based on the performance (including fundraising success) of the selected individual. Candidates must be self-directed and have experience working with non-profit organizations.

DTC is a successful and strong youth theatre and does not hold debt. A DD is required to assist in strengthening the financial base of the organization. In addition, assistance is needed in other areas (described below) in order for the Company Directors to focus on directing, teaching and education. Priority will be given to fund-raising over other responsibilities.

Development Director Position Summary

The Development Director works with and reports to the Executive Director of the Debut Theatre Company. The DD contributes to the overall management and financial success of Company while upholding the values and mission as set forth by the Supervising Directors. The DD will be responsible for Fundraising and for Marketing/Communications and Partnering as they support the fundraising objective.

Fundraising

The DD is responsible for fundraising for the Company. In collaboration with other Directors, the DD has primary responsibility for developing, enhancing, and maintaining diverse sources of revenue. Current sources of revenue include tuition, performances, and donations. The DD will create and implement an annual development plan. Sources of revenue to be developed and managed include:

- Membership maintenance and expansion
- Coordination of "Colorado Gives"
- Grant applications. The DD will research and create an annual plan detailing available grants including requirements and deadline applications. The DD will apply for all applicable public and private grants.
- Planning and execution of fundraising and networking events. Supervise staff, board, and volunteers in the planning and operation of events, such as open houses and fundraisers.
- Administering a scholarship fund

Marketing and Public Relations

The DD is responsible for the development and implementation of marketing and communication plans for the Company including public relations, advertising, and collateral for specific performances, classes,

and events. Public relations responsibilities include publicizing and representing the programs and goals of the Company. Media outlets include:

- Print advertising
- Maintaining social media including Facebook
- Coordinate updates to the Debut web-site
- Actively solicit positive publicity in media such as Parent Magazine and Northern Colorado Newspapers

Partnering The DD is responsible for partnering with a variety of individuals and organizations in Northern Colorado to further the goals of the Company and generally promote Youth Arts in the area.

- Cultivate and nurture relationships with current and potential corporate and foundation sponsors and individual donors
- Develop and maintain relationships with other arts organizations in northern Colorado. Seek out and implement co-marketing opportunities
- Establish and manage an active volunteer base to meet the day-to-day needs of the company including costume maintenance, set refurbishing, etc.
- Donor recruitment and appreciation
- Working with the Supervising Directors, recruit new members to The MOD Squad, strengthen and maintain the Board

•

Qualifications

- Energy and passion to make a difference for Debut Theatre Company
- Experience managing non-profit arts (or similar) organizations
- Track record of fundraising success including successful grant applications
- Experience planning and managing events
- Demonstrated relationship management
- High level of professionalism

Skills

- Excellent written and verbal communication skills
- Proven leadership and coordination of people and resources
- High level of precision and attention to detail
- Organized and efficient
- Proficient use of Microsoft Office including Excel and Word
- Familiar with social media such as Facebook

Clarification of Roles and Responsibilities

Area of Responsibility	Responsible Individual or team
Setting strategic direction, mission and vision of the Company	Company Directors
Program Management including classes and performances	<i>Executive Director is responsible for Program Management. DD will be responsible for assisting in the delivery of the Programs.</i>
Hiring of Artistic Staff	<i>Executive Director is responsible for hiring Artistic Staff.</i>

Salary for the first six months of the position will be \$10,000 for twenty hours per week. Salary and number of hours of the position will be re-evaluated five months after the starting date of the DD.

Please send cover letter and résumé to debut@frii.com with "Development Director" in the subject line by February 17, 2015.

Debut Theatre Company does not discriminate based on race, color, religion, sex, national origin, disability or sexual orientation.