

TWO RIVER THEATER

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TWO RIVER THEATER.ORG

Associate Director of Development

Two River Theater is seeking an Associate Director of Development to join its development department. The right candidate will have experience working in all facets of a busy, fast-paced development office. The responsibilities of this position include aiding in the long-term strategy to grow contributed revenue across all channels: individual, institutional, and events; act as a liaison across departments to streamline communication and project management; and assist in developing the theater's database to optimize it to more effectively fundraise. This position reports to the Director of Development.

About Two River Theater

Now in its 25th Anniversary Season, Two River Theater is located in the vibrant Jersey Shore community of Red Bank NJ. Two River is committed to creating great American theater by developing and producing work by some of the country's leading artists. We are proud to be viewed as a vital cultural resource in the community. Through 8+ theatrical productions each year (including world premieres, musicals, classics and theater for young audiences) and 40+ annual events and audience engagement initiatives, Two River serves an audience of 50,000 annually. Two River celebrates and honors our core values of Artistic Excellence; Education and Community Engagement; Equity, Diversity, and Inclusion; and Operational Excellence. Anyone who joins our collaborative and fun team quickly becomes part of putting all of our initiatives into action day in and day out. Two River Theater is under the leadership of Artistic Director John Dias and Managing Director Michael Hurst.

Two River Theater is dedicated to the goal of building an equitable and culturally diverse work environment and strongly encourages applications from members of underrepresented groups.

RESPONSIBILITIES

Overall Support for Development Department:

- Aid in overall fundraising strategy to increase contributed revenue from individuals, foundations, corporations, government agencies, and events.
- Assist Director of Development in creating annual contributed income budget and quarterly re-projections. Manage and track development department expenses. Manage monthly budget reconciliations.
- Collaborate with staff to manage relationships with major donors, corporate sponsors, foundations, vendors, in-kind donors, underwriters, and Board members.
- Help create a list of VIPs - donors and prospects for senior staff prior to major events and opening nights.
- Conduct ongoing prospect research to identify potential individual and institutional funders.
- Assist with other Development Department projects and events as requested.

Individual Giving:

- Manage a portfolio of donors \$100 - \$999 who participate in the Backstage Pass program including but not limited to: solicitation appeals, fulfilling benefits, revamping benefits as needed, coordinating regular eblast communication, and stewardship.
- Assist with the strategy and implementation of a planned giving program including, but not limited to: prospect research, solicitation strategy and timeline, creation of materials in print and on our website.
- Assist the Director of Development with creating a pipeline of prospective major donors and conduct ongoing prospect research to identify new prospects.

- Help manage a stewardship plan to ensure appropriate recognition of donors at all giving levels and cultivate major gifts by sending follow up letters, invitations to special events, and by making personal calls to thank donors.
- Help devise strategy for cultivation events throughout the year and work with events manager to coordinate.
- Conceive and implement up to (4) Annual Fund appeals and work closely with marketing department and outside vendors for content, direct mail, eblast strategy and social media campaigns.

Database Management:

- Develop and maintain a new moves management system within the organization's Spektrix database.
- Create and refine campaign and fund structure within the organization's Spektrix database for annual giving, capital gifts, and planned gifts.
- Work with the Events Manager with building fundraising event structure in Spektrix and provide invitation lists for cultivation and fundraising events and opening nights.
- Maintain donor records, pull lists for mailings and analyze as needed, and prepare donor revenue reports to measure results against goals.

Institutional Giving – Grants:

- Work with Development Director to strategize and implement an Institutional Development Plan to increase giving over the next several years.
- Work with Institutional Giving Manager to prepare grant proposals, reports, and acknowledgements

Corporate Sponsorship:

- Develop a formal corporate sponsorship program and benefits to attract new partnerships and deepen current ones.
- Create a pipeline of prospects and plan for connecting their values and goals to our productions and programs.
- Schedule and attend meetings with current sponsors and prospects.
- Be the point person to arrange all details for sponsor events and work closely with Events Manager and Institutional Giving Manager to execute.

Board Relations

- Schedule and set-up board and select Board committee meetings throughout the year.
- Send meeting reminder emails and maintain meeting RSVP lists.
- Create board meeting materials along with leadership and department heads.
- Take minutes for all board meetings and select Board committee meetings.

QUALIFICATIONS

- At least 4 years' experience working in development at a non-profit organization, arts organizations are preferred, but not required
- Enthusiastic attitude, personable, ethical, good sense of humor, and passion for theater and the arts
- Creative thinker with the ability to analyze and synthesize data and segment lists for appeal strategy
- Experience with fundraising databases and setting up structures for fundraising tracking and moves management
- Ability to participate in front-line fundraising; comfortable interacting with donors either in-person or on the phone
- Superb attention to detail, quick problem solver, and multi-tasker.
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Excellent computer skills: Microsoft Office, Word, Excel, and Powerpoint
- Availability to work on selected weekday and weekend evenings required.

Compensation: Salary is commensurate with experience. Benefits package includes medical and vision insurance, flexible spending accounts, paid vacation, personal time and a 403 (b) retirement plan.

To Apply: Candidates should submit a cover letter (include where you saw this job posting), a detailed resume, a list of 3 references, and a writing sample to Denyse Reed, Director of Development at dreed@trtc.org. No phone calls please.

Subject line should read: Associate Director of Development

Application Deadline: April 19, 2019

Position start date: May 6, 2019