

The PACT Theatre Company seeks qualified candidates for the position of Development Coordinator.

POSITION SUMMARY

Reporting directly to the Executive & Artistic Director, the Development Coordinator is responsible for planning, developing, organizing, and directing all The PACT Theatre Company fundraising. This responsibility includes individual donor programs, annual fund, sponsorship, special events, and capital campaigns (depending on size and scope of said capital campaign). The Development Coordinator is a leading role, working closely with the Board, Executive and Artistic Director, and other staff to develop and articulate the strategic direction of the Theatre Company, and to implement the resulting strategies and initiatives.

DUTIES AND RESPONSIBILITIES

Fundraising and Development

- Strengthen and diversify the fundraising program by expanding The PACT Theatre Company's donor base (corporate, individual, foundation, government).
- Cultivate and retain current list of donors.
- Build and oversee the implementation of an aspirational, achievable annual development plan.
- Use innovative strategies and creative ideas to identify and cultivate new prospects.
- Craft strategies to leverage The PACT Theatre Company's current programs, activities and events to promote greater donor/sponsor and volunteer participation
- Manage public and private grant initiatives.
- Oversee effective strategies for annual fund: direct mail, online giving, events, and new initiatives.
- Assist in planning and execute annual fundraising/thank you events, including Season Kick-off, Donor Lounge, etc.

Operations and Communications.

- Maintain effective development systems and record-keeping procedures to track current and prospective donors and accurately report all fundraising income.
- Align development-related communications with the organizational brand and provide ongoing evaluation of key messaging as it relates to development activity.
- Develop monthly Patron Newsletter correspondence and manage creation and execution. Leadership and Outreach
- Assist in expanding The PACT Theatre Company's community presence through aggressive and innovative media, social media, online, print and outreach activities.
- Represent the organization externally in partnership with the Executive Artistic Director, Managing Director, and Board of Directors.
- Facilitate, engage, and support the Sponsor Committee of the Board of Directors to meet fundraising goals.
- Lead and oversee the performance of direct reports as needed (*with Finance Director*)

PROFESSIONAL QUALIFICATIONS

The successful candidate will have:

- Bachelors or higher college degree and 2+ years in non-profit fundraising - not required, but preferred
- Passion for the arts and familiarity of the local Gulf Coast community and its residents.
- Success in securing major gifts, grants, and sponsorships, as well as achieving fundraising goals.
- Proven track record of supervising staff and successfully motivating and supporting board members and volunteers.
- Ability to develop and manage budgets and prepare financial reports.
- Strategic thinker and persuasive communicator who understands the value of relationships.
- Proficiency in all Microsoft Office, Apple Software and Google applications
- Ability to communicate clearly and professionally in oral and written forms. Successful public speaking experience.
- Experience and familiarity with local school districts is preferred.
- Highly organized, flexible, collaborative, motivated, and a fast learner.

ADDITIONAL QUALIFICATIONS

This position also requires an individual who is:

- Committed to the mission of The PACT Theatre Company
- Self-motivated, honest, thoughtful and composed
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues
- Able to navigate through diverse and sometimes competing priorities
- Collaborative and collegial in work relationships

COMPENSATION

\$15-20/hour - starting with 8-10 hours a week

SCHEDULE

The PACT Theatre Company Office Hours

Monday-Thursday | 12pm-5:30pm (*rehearsals take place from 5:30pm-9pm*)

Development Coordinator schedule is flexible and will be arranged with the Executive and Artistic Director

ABOUT THE PACT THEATRE COMPANY

The PACT Theatre Company is dedicated to entertaining, educating, and enriching the PACT Theatre Company was founded in 2018 to create exceptional theatre experiences that inspire and engage the Gulf Coast community. The PACT Theatre Company performs four to five main-stage productions yearly along with special events, participation in Junior Theatre Festival (the world's largest youth theatre celebration), youth productions, and classes in acting, musical theatre, and more through our training academy. Our innovative program & teaching methods help students really latch onto the material, and take charge of their own learning. The PACT Theatre Company Foundation is a 501(c)(3) non-profit cultural organization.

For more information, visit our web site: www.thepactmobile.com