

DALLAS CHILDREN'S THEATER

JOB TITLE: Development Manager
DEPARTMENT: Development
REPORTS TO: Executive Director
CLASSIFICATION: Full-time

Our Mission

The mission of Dallas Children's Theater is to inspire young people to creative and productive lives through the art of theater.

Equity, Diversity, Justice, and Inclusion

DCT is committed to excellence in theater arts programming that challenges and inspires young people from every race, culture, gender, social class, ability, and sexual orientation to develop their unique creative talents and individual perspectives to contribute to a more pluralistic and peaceful world. DCT promotes equity, diversity, and inclusion in all areas of the institution, including its programming, board, and staff.

Summary

Dallas Children's Theater is seeking an energetic Development Manager who will oversee daily operations of the Development Team. The Development Manager will play an integral role in fundraising efforts at DCT by overseeing an annual contributed revenue of \$2+ million. Reporting directly to the Executive Director, the Development Manager will advance the mission of DCT by identifying, cultivating, soliciting, and stewarding individual and institutional donor relationships, as well as developing goals and strategies for all fundraising campaigns. The Grants Manager and Development Assistant report to this position.

Key Responsibilities

- **Relationship Management:** Establish, cultivate, and maintain long-term meaningful relationships with current and new donors. Identify new fundraising opportunities and increase donor giving year-over-year. Leverage wealth screening tools to identify new donor cultivation opportunities.
- **Donor Engagement:** Maintain an active portfolio of institutional and individual donor prospects, ensuring a high level of donor engagement and satisfaction. Ensure a consistent moves management program is in place to engage donors and deepen relationships.
- **Team Leadership:** Oversee and work with the Development Team to enhance the identification, cultivation, solicitation, and stewardship of donors. Provide leadership and support professional development for the Development Team.
- **Fundraising Strategy:** Develop and implement strategies to increase donor engagement and giving, including direct mail campaigns, online giving, donor cultivation events, memberships, donor benefit packages, and monthly giving programs. Quickly understand and articulate the mission and values of DCT and communicate the need for support for specific projects and ongoing operations.
- **Special Events:** Manage all fundraising events, including the annual gala, donor engagement activities, and receptions.
- **Communication:** Support consistent donor messaging in all internal and external communications. Work closely with the Marketing Team to ensure coordinated messaging for donors.
- **Financial Stewardship:** Work with the Finance Department to ensure proper stewardship of donor gifts and ensure funds are used in accordance with donor intentions.

- **Reporting and Administration:** Prepare regular reports on fundraising progress and benchmarks, and identify key performance indicators for leadership. Manage administrative tasks associated with the role.
- **Additional Responsibilities:** Assist with additional or special projects, tasks, or duties beyond what is outlined here that may be assigned as required.

Skills and Qualifications

- 5-7 years of experience in non-profit fundraising; arts experience is a plus.
- Expert user of CRM, wealth screening, MS Office Suite, and Google Workspace tools.
- Proficient with online fundraising platforms and social media tools.
- Excellent communication skills - verbal, written, and presentation.
- Excellent interpersonal skills - a team player with strong emotional intelligence able to work with people throughout the organization.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Experience managing and supporting major fundraising events.
- A self-motivator, eager to learn and grow.
- Willing to work outside regular business hours when necessary.

Dallas Children's Theater is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment regardless of age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status.

To apply, email a resume and cover letter with the following information: proudest achievement, most challenging professional assignment, specific experience relevant to this position, and salary range expectation to staff.openings@dct.org with Development Manager in the subject line.

About Dallas Children's Theater

Dallas Children's Theater features professional actors performing for an annual audience of 90,000 young people and their families through mainstage productions and an arts-in-education program. As the only major organization in Dallas focusing solely on youth and family theater, DCT builds bridges of understanding between generations and cultures, instilling an early appreciation of literature, art, and the performing arts in tomorrow's artists and patrons.