



Title: Development Director **Division/Department:** Development

Reporting To: Executive, Carolina Theatre

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

Position Summary

This position cultivates, stewards and expands the relationships between the Carolina Theatre at Belk Place and its donors at all levels. This role requires strong communication skills, follow-up and responsiveness, often requiring a high level of prioritization and customer service within an environment of competing priorities and requests.

Duties & Responsibilities

- Manages donor relations, ticketing management and advertising/marketing efforts
- Oversees general donor management and sponsorship management
- Creates and oversees a membership program for Carolina Theatre
- Plan, coordinate and execute membership/ donor events
- Creates fundraising and development strategy
- Supports Executive Director with sponsorship development and ensure benefits are met based on contract
- Communicates funding needs of the Theatre to potential donors and sponsors through one-on-one solicitations, community presentations and additional opportunities
- Completes the proper gift entry process for each donation received
- Manage Box Office Manager and Membership Coordinator
- Responsible for oversight and reconciliation of box office receipts
- Oversight of business analytics and the mining of data for ticketing and donors
- Nightly event support
- Other duties as assigned

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Job Qualifications

- 5 – 7 years marketing and fundraising experience
- Bachelor’s Degree preferred
- Strong sense of project management, organizational and time management skills
- Ability to delegate tasks and responsibilities as appropriate
- Ability to multi-task, work under pressure and maintain deadlines
- Strong communication skills with clients, employees, management, and contractors
- Ability to work flexible hours, including nights, weekends and holidays

Please submit all resumes to jobs@thecarolina.com.