



**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