

# ST • LOUIS SHAKESPEARE FESTIVAL

**Title:** Director of Development

**Overview:** The St. Louis Shakespeare Festival is in its 23<sup>rd</sup> season as one of the cultural gems of the Midwest. Its summer Shakespeare productions play to thousands of residents and visitors every night, offering world-class artistry and a unique sense of community in one of America's greatest urban parks. Its TourCo is the largest free Shakespeare tour in the world - bringing fresh, contemporary and accessible versions of Shakespeare plays into dozens of neighborhoods in Missouri and Illinois. Its innovative Shakespeare in the Streets program builds bridges all across the St. Louis metro area by empowering local residents to tell and own the unique stories of their community. And the organization has also dedicated itself to developing and nurturing new work in an effort to elevate Midwestern voices in the national cultural conversation.

**Position:** The Director of Development is part of the Festival's senior leadership team and supports its highest strategic priorities. Through a warm, personal engagement with its many constituencies, this role is responsible for the design and implementation of all the organization's fundraising strategies. This position plays a leading role in long-term strategic planning that currently involves a 25<sup>th</sup> anniversary campaign, staff/capacity building, and expanded artistic and engagement programming.

## Role

- Overall responsibility of development and fundraising efforts;
- Provide strategic planning with a specific focus on creating an infrastructure that can deliver ongoing contributed support; and
- Execute an approved annual development plan with measurable milestones and tactics.

## Responsibilities

### Strategy Development

- In partnership with the Artistic Producing Director and the Board, develop and execute a comprehensive development strategy that meets annual operating goals and lays continuing groundwork for increasing revenue streams.

### Major Gifts

- Identify and pursue new sources of major gift revenue;

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- Lead thoughtful approaches to prospective major donors and sponsors for financial support;
- Communicate regularly with current and prospective major donors; and
- Create opportunities to welcome new/recognize current major donors

## Individual Giving

- Oversee the management of the annual fundraising program of membership level donors and its associated benefits and potential new opportunities for growth

## Institutional Giving

- Oversee the organization's diverse relationships with government, foundations and corporations for continued success. Supervise the research and timely preparation of all grant proposals, and oversee grant stewardship, administration and reporting

## Development Management

- Build, train, coach, mentor and supervise the workflow of development staff
- Collaborate closely with the Development Committee of the Board to achieve fundraising goals;
- Collaborate with the Marketing and Communications Manager to ensure recognition of major donors in all supporting materials; and
- Manage a department budget of revenue in excess of \$1.8 million and expenses, including generation of monthly cash flow projections.

## Event Planning

- Collaborate with the Administrative Coordinator, Board Members and Volunteers in planning and execution of all fundraising events.

## Qualifications

- 5-7 yrs development experience; preferably in departments raising \$1.5 million or more
- Track record of successfully closing major gifts and exceeding revenue goals
- Experience managing staff and working effectively within a fast-paced, creatively driving environment
- Patron Manager experience preferred
- Driven self-starter with entrepreneurial spirit

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- Strong planning, strategy, financial, budgeting, analytical and communication skills
- Knowledge of the theater arts is a plus, and a passion for St. Louis Shakespeare Festival's mission and programs.

## Salary and Benefits

The salary range for this position is \$100,000-\$115,000. Full-time employee benefits include paid vacation, medical and dental insurance at 100%, and employer match of up to 3% of simple IRA contributions after one year of employment.

## Process

Please send a pdf of cover letter and resume to [jobs@stlshakes.org](mailto:jobs@stlshakes.org) by January 10, 2023. Target start date January 31, 2023.

*St. Louis Shakespeare Festival is an Equal Opportunity Employer and has a strong commitment to equity, diversity and inclusion (ED&I) in our hiring process, as well as in all areas of our work. We believe that diverse ideas, cultures, and traditions are vital assets that enrich the programs and productions we produce for our community. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.*