

**Arden Theatre Company, Philadelphia, PA | [www.ardentheatre.org](http://www.ardentheatre.org)**

**Position Title:** Director of Development  
**Department:** Development  
**Classification:** Full-Time, Salaried Exempt, (40 hours / week)  
**Reports to:** Managing Director  
**Location:** On-Site

## **About the Arden**

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In our last full season, 2018 / 2019, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances seen by more than 107,000 people.

## **Mission**

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

**Great stories on the stage:** We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

**Great stories in the classroom:** Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

**Great stories in the community:** We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

## **Position Summary**

Arden Theatre Company seeks an experienced professional for a senior leadership position in the company. The Director of Development is a member of the Executive Management Team, which ensures

the delivery of mission-related programming, guides the organization's strategic growth, and ensures the company's leadership in the cultural community.

The Director works closely with the Managing Director to design and lead strategies designed for revenue growth with specific attention given to cultivating relationships, including the Board of Directors, Donors, and Corporate, Foundation, and Government leaders.

With the Executive Team, the Director will lead major gift work as a frontline fundraiser for annual and campaign gifts. The Director also will actively identify and cultivate new prospects and partnerships.

### **Essential Duties and Responsibilities**

Working with the company's leadership, establish and execute a strategic and comprehensive development plan that will support the operational needs of the theatre for the present and the long term.

- Oversee the Development Department staff, investing in their talent and encouraging their growth while actively and positively interacting with all of Arden's departments, creating a collaborative environment within both the department and the company.
- Lead the company's fundraising from Individual, Corporate, Foundation, and Government sources, with strong attention to relationships alongside the goals established in the strategic planning process. Manage the research, preparation, planning, and writing of all materials needed for each area.
- Oversee all follow-up, reporting, and relationship management, including operational, capital, planned giving, and endowment campaign planning.
- Provide clear communication to the Board for all of the Board meetings, events, and responsibilities. Working with the company's leadership, strengthen the Board in its role in fundraising, work closely with the Board and Board Committees and assist in Board Development efforts.
- Design and align the strategy, implementation, and effectiveness of special events to raise funds and develop and attract donors that include opening nights, trips, fundraising parties, Storyteller Award, and Granfalloon galas.
- Oversee the department's budget, expenses, reconciliation, and reporting.

### **Competencies and Experience**

Successful candidates will:

- Have a strong history of non-profit fundraising that includes solicitation of individual, corporate, foundation, and donor giving.
- Be an excellent writer with solid communications skills.
- Have significant experience in administration with solid organization skills, which highlight strategic thinking and goal setting, and achievement.
- Have confidence in people skills, experience in managing "up" while working with Boards and Donors, and have a depth of experience in recruiting, developing, inspiring, and leading staff.
- Have creativity and initiative, as well as collaborative spirit. Must have an ability to work with a fast-paced, dedicated management team—rolling up your sleeves must be a favored tactic.
- Express a passion for theatre and the Philadelphia cultural community with a genuine interest in becoming a driver of Arden's mission and vision.

## Required Experience

- Must have at least five years of fundraising management experience that demonstrates continued growth and success in the field.
- At least two years of experience supervising and managing department staff
- Experience with working with Boards of Directors
- Excellent computer skills, especially Microsoft 365
- Experience in a non-profit organization or arts organization development is preferred but not required

## Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

## Compensation

Compensation for this position is \$85,000 - \$95,000 year

Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal, and holiday leave.

The position is full-time/exempt.

## Application Process

Applicants should submit a cover letter, resume, and three professional references to

[humanresources@ardentheatre.org](mailto:humanresources@ardentheatre.org)

Application Closing Date: March 30, 2022

Anticipated Start Date: May 15, 2022

**Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.**

**Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.**