



south carolina children's theatre™

**JOB TITLE: Director of Development**

Reports to: Managing Director

Full-Time

FLSA Status: Exempt

Salary range: \$65,000-70,000.00

**Organization overview:**

South Carolina Children's Theatre (SCCT) is a growing non-profit organization with an annual budget of \$1,347,000 located in Greenville, SC. For more than 30 years, SCCT has served approximately 50,000 children and their families annually with its mission: to educate and stimulate the minds and imaginations of young people and their families through participation in high quality theatre, year-round education and accessible outreach. Programs include performances and special events, theatre classes, on-site residencies, school tours, and outreach programs for under-resourced children. It is an exciting time to join SCCT as the organization recently completed a \$14.45MM capital campaign to build its own theatre complex in downtown Greenville, allowing all of its programs and administrative staff to grow.

SCCT envisions a community where all children experience the transformational power of the arts that nourish creativity, grow empathy, and inspire confidence. SCCT is committed to equity, diversity, inclusion, and justice both in the organization and community. SCCT is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, sexual orientation, age, disability, or veteran status.

**Position overview:**

The Director of Development will be responsible for the strategy and management for the fundraising operations of the organization including supervision of the Annual Fund and Events Manager, and identifying, cultivating, soliciting, and successfully stewarding individual and institutional donors. This individual will leverage available networks to cultivate new and existing funding relationships to grow and diversify streams of support. This individual will work with the Managing Director in setting and achieving revenue goals from corporate sponsorships, foundations, government grants, individual giving, and special events. Other key duties include managing the grant writing and reporting process for foundation, corporate, and government entities.

**Roles and Responsibilities:**

- Construct development strategies and execute plans that will increase individual, board, foundation, corporate, government, and other philanthropic support
- Partner with executive leadership to set ambitious, yet realistic fundraising goals
- Engage as an articulate, passionate, and visible storyteller and a prominent fundraising presence for SCCT
- Oversee the Annual Fund and Events Manager in achieving revenue and relationship goals with individual donors as well as special events



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- Create and maintain SCCT's development department budget
- Serve as the institution's grant writer and manager with assistance from the Managing Director
- Collaborate with the Finance Director to prepare budgets, financial reports, and financial statements for grant proposals, grant reports, and for board and leadership meetings
- Support leadership and development efforts within the Board and serve as a key liaison to the Board's Resource Development Committee
- Comply with all applicable regulations, statutes, and ethical and professional standards
- Contribute to an atmosphere of imagination, collaboration, and joy
- Other duties as assigned

### **Qualifications:**

- Minimum 3 years of demonstrated successful fundraising experience
- Demonstrated record of success in generating significant commitments from donors
- Previous management or supervisory experience is preferred
- Excellent interpersonal and networking skills are essential
- Detail-oriented, strong organizational skills, ability to multi-task
- Ability to confidently and calmly manage diverse groups of individuals
- Strong administrative and project management skills are preferred
- Valid driver's license, clean driving record
- Willing to learn new skills including SCCT's database, Tessitura
- Familiarity with Microsoft Office Suite+
- Ability to be able to work evenings and weekend as warranted

### **Benefits:**

South Carolina Children's Theatre (SCCT) offers health insurance to all full-time employees at no cost to the employee. In addition, the following benefits are also available:

- Two weeks of paid time off (increases with tenure); 5 paid sick days; 10 paid holidays; additionally, SCCT offices are closed from December 24 – January 1 with full compensation still given to employees
- Complimentary tickets for each production per season
- Discounts on Theatre Conservatory classes and Summer Camps
- Free parking in downtown Greenville

To apply, please submit a cover letter and resume to [jobs@scchildrenstheatre.org](mailto:jobs@scchildrenstheatre.org) with the words "Director of Development" in the subject line.