

# Seattle Children's Theatre

**Position Title:** Donor Engagement Officer – Foundations & Government

**Department:** Development

**Reports To:** Director of Development

**Classification:** Regular/Full-time/Exempt

## **About SCT**

Since its inception in 1975, The Seattle Children's Theatre (SCT), has served more than 4 million children for 42 seasons of creative professional theatre and arts education classes in the Puget Sound region, and is one of the most prominent theatre organizations for young audiences in the United States and the world.

## **Seattle Children's Theatre Mission Statement**

To provide children of all ages access to professional theatre, with a focus on new works, and theatre education.

## **Position Summary**

Under the supervision of the Director of Development, who establishes priorities and outlines fundraising strategies for the Development Department, the Donor Engagement Officer will work to maintain and expand SCT's charitable partnerships with institutional donors and assists with patron/donor events. You will be responsible for researching, writing, and leading all corporate, foundation, and government grant proposals and partnerships for general operating and project-specific support. This person will work closely with other departments to achieve the theatre's annual contributed income goal.

## **Essential Duties and Responsibilities**

### **General:**

- Research – identify potential philanthropic partners for SCT; request updated guidelines from current or previous partners; cold-call prospects identified through research, referral from colleagues, board members, etc.; input researched information into the SCT database (Tessitura) and record in pertinent hard files
- Writing – all grant and proposal preparation from draft to final package; draft proposal-related correspondence on behalf of the Director of Development, Managing Director, Artistic Director, and/or Board members; collaborate with Marketing Department on creation of annual report, SCT programs, season brochures, etc.; craft compelling narratives that document need in a readable document that makes the best case for funding of SCT to funders
- Deliverables/Stewardship – proofread and update drafts of all published materials in which donors are recognized; monitor and invoice all pledged and outstanding contributions for current fiscal year; manage and coordinate the delivery of all benefits, stewardship and post-event/post-show reporting ensuring that SCT is meeting their obligation for all deliverables; collaborate with Development staff in creation of invitation lists to ensure that all partners are included as appropriate; attend all donor events with corporate, foundation and/or government presence
- Reporting – prepare and update reports on outcome of research and subsequent grants or proposals submitted for reporting at Development Committee meetings; gather input and information requested from theatre departments (box office reports, school show statistics, drama school registrations and other project-specific or general information, finance, leadership, etc.)

- Social – cultivate positive relationships with existing and potential funders; develop and maintain positive and productive relationships with all volunteers, board members, staff, vendors and contractors in a spirit of collaboration; cultivate and steward relationships with corporate, foundation and government partners to keep them informed and engaged; demonstrate a dedication to the mission, core values and goals of SCT
- Other duties as assigned

**Foundations and Government:**

- Manage all aspects of grant administration, including maintaining the grants calendar; writing grant proposals, status reports, and letters of inquiry; tracking campaign results; and providing follow-up.
- Research donor prospects, facilitate meetings between prospects and SCT’s leadership, and ensure appropriate follow-up.
- Craft letters of acknowledgement for donors across platforms
- Assist in the identification and pursuit of sponsorship and underwriting opportunities.

**Desirable Skills and Qualifications:**

You will lead complex projects and possess a deep dedication to theatre, education and the mission of reaching all the people in our community. Useful skills and experience to include:

- Proficiency with Excel and database programs like Tessitura
- Cultural competency to work with individuals from diverse backgrounds
- Work in a team environment with minimal supervision
- Ability to work independently, be flexible, and manage multiple priorities
- Excellent written and verbal communication skills
- Strong dedication to social change through community empowerment and the arts
- Computer fluency in MS Office and Tessitura
- At least 3-5 years’ experience in revenue generation in a culturally oriented NPO
- Bachelor’s degree or equivalent work experience is required.

**Physical Requirements & Work Environment:**

Enjoy working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. Clearances/background checks will be conducted. education is a plus. Clearances/background checks will be conducted.

**Salary & Schedule:**

- Salary range is \$50,000 - \$60,000 commensurate with experience. Non-exempt full-time position.
- Generous benefits package which includes fully paid employee medical, dental and vision coverage.
- Will be able to work occasional evenings and weekends.

To apply, send cover letter, resume, a writing sample, and three professional references in PDF format to [catm@sct.org](mailto:catm@sct.org). Please use the subject line Donor Engagement Officer – Foundations & Government. No phone calls please. Seattle Children’s Theatre values diversity in the workplace.

**Additional Information:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Seattle Children’s Theatre provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.