



**Position:** Director of Development  
**Department:** Development  
**Reports to:** Managing Director  
**Classification:** Full-time, exempt

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**About SCT:**

Since its inception in 1975, the Seattle Children's Theatre (SCT), has served more than 4 million children for 43 seasons of creative professional theatre and arts education classes for the Puget Sound region, and is one of the most prominent theatre organizations for young audiences in the world.

At SCT we value a diverse workforce and an inclusive culture. We are committed to diversity in all areas of our work and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identify or expression, age, national origin, marital status, citizenship, disability, and veteran status. We strongly encourage applications from members of underrepresented groups.

**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**

The Director of Development plays a critical role in the fulfillment of SCT's mission, sustainability and on-going success.

Serving as a member of SCT's senior staff, the Director of Development oversees the creation and implementation of fully integrated plans to attain annual goals in annual philanthropic support from foundations, corporations, individuals, and special events. This position reports to the Managing Director and is the lead strategist on all fundraising initiatives. The Director of Development supervises and leads the development staff.

The Director of Development is the primary partner to assist the Managing Director and the Artistic Director to develop strong relationships with key donors. This role also partners with the chairperson of the board Development Committee to help inspire board-related fundraising activities.

In addition to responsibilities for annual fundraising efforts and on-going donor engagement, the Director of Development from time to time oversees major, multi-year capital campaigns.

**Key Responsibilities and Essential Duties:**

**Contributed Income**

- Manage all fundraising activities
- Create and manage the annual development budget
- In partnership with MD and AD, strategize and implement necessary special fundraising efforts
- Collaborate with Manager of Institutional Giving in growing corporate and foundation support

- In partnership with Major Gifts officer, grow the major donor program—increase the number of annual donors at the major gift level and partner with board in identifying, cultivating and soliciting leadership and major gifts to special fundraising efforts
- Work with Special Events Manager to build out engagement strategies
- Develop a partnership with each board member to strengthen trustees’ confidence as fundraisers and active stewards of donors

### **Development Administration**

- Ensure development-related activities, contacts, and results are processed accurately and in a timely manner, and maintained effectively in relevant electronic systems
- Ensure development-generated materials – including mailings, emails, and other procurement activities – are accurate, timely, and based on current information
- Report development activities and results accurately and in a timely manner to all parties involved, including donors, auditors, Board, SCT leadership, and SCT finance

### **Staff Management, Support and Development**

- Participate as staff at board meetings and relevant board committees
- Manage and inspire the Development staff
- Provide strategy as well as tactical (e.g. writing and editing support) as necessary for Manager of Institutional Giving and other staff

### **Required Skills and Qualifications**

Familiarity with arts organizations and a minimum of 5 years development or related experience required.

### **Desired Skills and Qualifications**

**Leadership and Relationship Management:** Takes initiative as a senior member of the SCT team; actively seeks to deepen trusted relationships with peers, trustees, donors, and community leaders, and to establish new ones; high emotional intelligence and personal presence; projects credibility and invites trust; comfortable leading from behind the scenes as well as in front and by example; effective at influencing others to reach common goals and objectives.

**Development/Fundraising:** A demonstrated ability to deliver results; experience with comprehensive annual fundraising (multiple donor channels, programs, and levels); capital and/or endowment campaign experience; knowledge of and success with local and national granting organizations.

**Project management:** Experience in planning, leading, and managing complex development projects; collaborating with teams to keep projects on track, on time and on budget; tracking and reporting on progress to senior managers/board of directors; demonstrated ability to clarify critical paths, mobilize, and adjust team activities to achieve benchmarks under the pressure of deadlines; advanced computer skills; a working knowledge of Tessitura is a plus.

**Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Clear and accurate reporting.

**Personal Qualifications:**

- Personal values align with the vision and values of SCT.
- Dedication to developing leaders and coalition building.
- Commitment to engaging social change through community empowerment and the arts.

**Physical Requirements & Work Environment:**

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

**Salary & Schedule:**

- Salary range is \$75,000 – \$85,000 commensurate with experience; exempt full-time position
- Generous benefits package which includes fully paid employee medical, dental and vision coverage
- Able to work occasional evenings and weekends

To apply, send cover letter, resume, and three professional references in PDF format to [hr@sct.org](mailto:hr@sct.org). Please note “Director of Development” in the subject line. No phone calls please. Seattle Children’s Theatre values diversity in the workplace.

Position is open until filled.

**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. The 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.