

Seattle Children's Theatre

Position Title: Manager of Development Events

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 for 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, you will oversee and actively implement all aspects of Development event activities with a focus on acquiring, engaging, and stewarding donors. In collaboration with the Development team, you will identify opportunities for small and large-scale events and the audience development for each; with the Marketing team on collateral, and with the Volunteer Coordinator on identifying volunteer needs.

Essential Duties and Responsibilities

- Develop a comprehensive special event plan, including budget, which supports the overall efforts of the Development team.
- Develop plans, goals, strategies, timelines, and budgets for all Development events including measurable outputs and results.
- Collaborate with key internal stakeholders to develop compelling, immersive, mission-focused events.
- In partnership with Development and Marketing, develop event related collateral including invitations, website, social media, etc.
- Works with Development team to improve cultivation and stewardship strategies using events.
- Conduct thorough post-event evaluation after each event that provides a model for continually improving events.
- Coordinate and manage the services required from other theatre departments and/or outside vendors.
- Other duties as assigned.

Desirable Skills and Qualifications:

Will have administrative/project management skills to lead complex projects and a deep dedication to theatre, education, and the mission of reaching all the people in our community. Useful skills and experience to include:

- Creative thinker with ability to demonstrate successful implementation of solutions
- Experience with budget development and administration
- Must possess excellent analytical, organizational, and communication skills
- 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 commitment to social change through community empowerment and the arts
- Possess a demonstrable interest in theatre and SCT's mission
- Computer fluency in MS Office and programs like Tessitura
- At least 3-5 years' experience and a proven record of accomplishment in producing and managing high-quality donor events
- Bachelor's degree or equivalent work experience is required

Physical Requirements & Work Environment:

Ability to lift/carry 30 pounds and capable of standing for extended periods. 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, and three professional references in PDF format to catm@sct.org. Please use Manager of Development Events in the subject line. 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.