

POSITION ANNOUNCEMENT

DEVELOPMENT OFFICER, INDIVIDUAL AND CORPORATE GIVING

POSTING DATE: May 2021
STATUS: Full-Time
REPORTS TO: Director of Development
POSITION AVAILABLE: Immediately



ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

JOB DESCRIPTION

Round House Theatre seeks an experienced and dynamic front-line fundraiser as Development Officer, Individual and Corporate Giving (Development Officer). The Development Officer will create, develop, and execute both short-term and long-term strategic fundraising plans to meet annual and special campaign fundraising goals. Reporting to the Director of Development, the Development Officer serves as an essential member of the theatre’s five-person development team. The Development Officer works closely with the Managing Director and Director of Development to actively drive fundraising efforts from individual donors and corporations with a focus on 4-, 5- and 6-figure gifts. This position will serve as the primary steward and solicitor of a portfolio of approximately 100 major gift prospects and current donors; additionally, the Development Officer will be responsible for the management and growth of corporate giving to Round House. The Development Officer must be an experienced fundraiser and self-directed team member who cultivates strong relationships with patrons and corporate sponsors to

deepen engagement and increase financial support. The position will begin remotely and eventually be based at the Administrative Offices in Silver Spring, with significant time at the Theatre in Bethesda. Position will include occasional weekend and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with Managing Director and Director of Development to develop and refine major gift strategies to increase individual and corporate giving to Round House.
- Participate in and lead identification, cultivation, and solicitation of individual and corporate donors and prospects.
- Play a leadership role in the growth of Round House's Business Advisory Council (BAC); work with Board of Trustees and BAC co-chairs to identify, cultivate, and solicit prospective BAC members.
- Assist in the creation of annual fund communication strategies and materials, including acquisition, renewal, and upgrade direct mail and email campaigns.
- Write briefings and proposals for prospect meetings; compile contact reports; and track donor activity within the Tessitura database.
- Participate in Round House's equity, diversity, inclusion, and accessibility (EDIA) efforts, including serving on an EDIA subgroup and helping to fulfill and promote Round House's mission and values.
- Recognize and thank donors via phone and customized stewardship materials.
- Identify prospects and secure financial support for the annual Gala.
- Staff all development events, including Opening Nights, Inside Looks, and other donor cultivation and stewardship events.
- Represent Round House Theatre in the community, through attendance at local and regional cultural programs and participation in local business networking organizations.

PREFERRED QUALIFICATIONS AND CAPABILITIES

Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.

- A minimum of three (3) years experience in development/fundraising
- Proven success in front-line fundraising
- Excellent communication and presentation skills, both verbal and written
- Successful track record working with boards, donors, the public, and staff
- Demonstrated ability to think strategically and to achieve results in a fast-paced, team-oriented environment
- Outstanding organizational skills, attention to detail, and ability to meet deadlines
- Proficiency with donor databases (Tessitura preferred), Macs, and Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint
- Schedule flexibility and ability to work occasional nights and weekends
- Familiarity with, and interest in, theatre and/or arts and culture preferred

BENEFITS

- Salary: \$48,000—\$55,000

- Health insurance – Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

HOW TO APPLY

Submit a cover letter and resume to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls please.