



CHILDREN'S THEATRE OF CHARLOTTE | DIRECTOR OF DEVELOPMENT

Children's Theatre of Charlotte, one of the nation's largest, fully producing professional theatre companies for youth, is in search of our next Director of Development to play a key role in leading all aspects of contributed income including annual operating income, restricted grant income and endowment activity on behalf of our organization, stakeholders, and patrons.

OUR CURRENT ENVIRONMENT

Children's Theatre of Charlotte is driven in the belief that there is power behind simple acts of kindness. Throughout our work, relationships, and services, we strive each day to exercise and encourage children to act kindly toward others.

- Children's Theatre of Charlotte's budget for FY 2022-23 operates with revenue ratios of 50% earned and 24% contributed. The organization also has an endowment with earnings contributing to the annual budget of \$4.9 million.
- For 75 years, Children's Theatre of Charlotte has strived to create exceptional theatre experiences, inspiring generations to explore the wonder of their world.
- We engage professional adult actors and, in one to two shows per season, also include youth actors in the cast.
- We serve nearly 250,000 young people and families in the Charlotte metro area and are dedicated to creating vibrant and engaging theatre experiences, both on the stage and in the classroom. This includes grant-funded free and reduced-fee education programming for families and students.
- Our performance spaces include the McColl Family Theatre (563 seats) and the Wells Fargo Playhouse (248 seats) at the ImaginOn facility, which also houses a full library for children and youth.
- Historically, we mount around 11 full-scale productions for public and school audiences, present 2-3 guest artists, mount productions for our Touring Company, and provide a full scope of theatre education programming.

Children's Theatre of Charlotte is proud to be an organization where a diverse mix of talented, committed, and enthusiastic people gather to do their best work. We celebrate the glorious richness of our world by cultivating equity, diversity, and inclusivity as we create exceptional theatre experiences. We desire to see the diversity and amazing, expanding tapestry of our community reflected in all our programming, behind the scenes, and in our team members, board, and volunteers. Click to learn more about [our commitment](#) to championing the movement for equity, diversity, and inclusion with the knowledge that we cannot do it alone and will dedicate time, talent, and resources necessary to ensure a more inclusive future at Children's Theatre of Charlotte.

PRIMARY RESPONSIBILITIES

Lead and Direct our Fundraising and Philanthropic Strategy

- Reimagine, rethink and drive Children's Theatre of Charlotte's contributed revenue streams.
- Design, manage, and constantly enhance the Theatre's process for an integrated approach to fund development and philanthropy that specifically targets foundations, corporations, and individuals (including major gifts and planned giving) so that short- and long-term revenue streams can be established and realized. Develop and implement a comprehensive, annual development plan.

- Serve as the Theatre's ambassador, working to build and maintain strong relationships with key funders, community leaders, Board members and other relationships critical to the fundraising efforts. Cultivate prospects and solicit contributions when appropriate.
- Design, implement and maintain a communications plan to ensure stewardship and donor/prospect engagement are maximized.
- Define performance measures for fundraising success and monitor/report results on a regular basis. This includes developing and managing an annual development budget with revenue and expense projections by contribution category to assure annual goals are achieved.
- Provide vision and oversight to annual fundraising events led in part through our volunteer corps, ENCORE!

Board Relations

- Strategically leverage the time, talent, resources, and connections of all Board members to support the fundraising strategy.
- Work to ensure both Board of Directors and ENCORE! serve to provide an accessible, inclusive, belonging, and enriched environment and experiences.
- Lead the Board's Development Committee.
- Support the Managing Director and Board of Directors to identify and recruit new Board candidates.

Senior Leadership Team Member

- Participate as a contributing member of the Senior Leadership Team.
- Take an organizational view of key challenges and opportunities from a strategic planning standpoint, adding insight and ideas.
- Work in tandem with other organizational leaders in support of the mission of the Theatre.

REPORTING RELATIONSHIPS

Our Director of Development reports directly to the Managing Director, serves on the Senior Leadership Team and leads a Development Team of three. Children's Theatre of Charlotte has a dual management structure with the Managing Director and Artistic Director serving as our executive leaders, with both reporting to the Board of Directors.

COMPETENCIES AND QUALIFICATIONS

- Passion and enthusiasm for the mission and vision of Children's Theatre of Charlotte. A desire to be fully engaged in the Charlotte, North Carolina, and Mecklenburg County community.
- A background in the cultivation and solicitation of all contributed revenue streams (individuals, corporate, foundation, government, events) with a successful and proven track record for developing, soliciting, and stewarding major gifts.
- Positive, transparent, collaborative, and confident leadership style. Driven to work with and alongside others.
- Ability and drive to think "outside of the box" and inspire others to do the same. A leader who anticipates potential problems and opportunities, excited to encourage and manage personal and departmental creative processes and effective brainstorming.
- Bottom-line oriented, steadfastly pushing towards and achieving agreed-upon results, while working effectively and efficiently within the organization. Leads with a sense of ownership, pride, continuous improvement, and urgency about tasks.

- Fiscally responsible leader who can work within an approved budget while keeping an eye on opportunities to reduce expenses or enhance revenue. Leads and achieves good stewardship of organizational resources.
- Team leader who makes others feel like important contributors. Treats others with respect, kindness and dignity and is sensitive to the team members' unique needs and to their "motivators".
- Thrives on directing, inspiring, managing, mentoring, and motivating staff toward common goals and objectives. Involves team members so that they feel ownership, empowered, energized, and inspired.
- Unwavering commitment to equity, diversity, and inclusion. Able to lead through a lens of equity, cultural awareness, and sensitivity.
- Model a high level of accountability and personal integrity; able to communicate across the organization openly and with respect.
- Exceptional interpersonal skills and the ability to develop long-term and constructive relationships with people from all segments of the community.
- Experience working with a nonprofit Board of Directors and in the nonprofit sector.
- Strong analytical and critical thinking skills, with demonstrated consistent sound judgment and decision making.
- Willing to maintain a flexible work schedule to meet the demands of the position.
- Strong writing, editing and proofreading skills.

COMPENSATION AND BENEFITS

The salary will be competitive with other theatre companies of comparable stature and size. Benefits will include:

- Comprehensive health and welfare benefits package
- 403(b) Retirement Plan and Employer Match
- Generous paid time off benefit with built-in, guaranteed company closures and holidays and flexible personal time off.
- Flexible, hybrid work environment
- Education class tuition waiver

APPLICATION PROCESS

Candidates should submit a resume and cover letter. We recommend including how your gifts, talents and abilities will contribute to Children's Theatre of Charlotte's mission as well as the responsibilities and qualifications stated in this position announcement. Application review will begin immediately and continue until the Director of Development is selected.

Application packages should be emailed in **PDF format** to Carolyn Lugo-Allred, Human Resources Manager at Carolyna@ctcharlotte.org.