****

**DEVELOPMENT DIRECTOR**

**Overview:**

The Irish Classical Theatre Company (ICTC) is Western New York's only true theatre-in-the round.  In this intimate setting, patrons are never more than 10 feet from the stage. Now celebrating its 25th Anniversary Season, ICTC presents world-class productions to an audience of over 17,000 individuals each year. During its 2014-15 season, along with rave reviews for all seven of its plays, the Theatre received six Artvoice ARTIE awards, including “Outstanding Production of a Play” for *Death of a Salesman*. For this current 2015-16 season, ICTC has been nominated for an amazing twelve ARTIE awards!

**Position Summary:**

As a key member of the ICTC team, the Development Director is a full-time position responsible for strengthening the short and long-term fiscal stability of the Theatre through the comprehensive planning, development, management and execution of all fundraising activities.

He or she is responsible for raising over half of the Theatre’s operating budget revenues and is expected to increase contributed revenue, particularly in the areas of annual individual and major giving. This position is also responsible for ensuring the future of the Theatre by growing the endowment through the cultivation and solicitation of planned and major giving prospects and donors.

In addition, the Development Director will assist with the procurement of funds from government and foundation sources in conjunction with a grant writer. He or she will be charged with expanding ICTC’s donor base, developing a planned giving program, and coordinating the annual fundraising and stewardship for the organization.

The Development Director must be available to work 1-4 evenings per month, for attending production openings, board meetings, and personal visits.

**Essential Functions:**

* Develop and manage all strategies and activities for new donor development, solicitation and donor relations to achieve the overall financial requirements of the Theatre.
* Execute a comprehensive fundraising program – soliciting individual donations (both current and planned gifts), as well as corporate and foundation support. This includes managing a contract grant writer, the conception, development and execution of all direct mail, and online fundraising.
* Event sponsorship solicitation and hiring and oversight of a contract event coordinator.
* Research and contact new or potential corporate, foundation, government and individual donors. Manage relational development, including donor cultivation, solicitation, and donor recognition.
* Serve as a liaison to the Development/Endowment and Finance committees of the Board.
* Manage the donor database, systems and miscellaneous administration, including reporting.

**Requirements:**

* Bachelor’s degree
* A minimum of 2-3 years of demonstrated and successful nonprofit fundraising experience, with at least one year of personal solicitation experience
* Financial planning/budget experience

**Qualifications:**

* Highly developed interpersonal skills and the ability to effectively lead, organize and maintain productive working relationships with staff, donors, prospects and volunteers, especially members of the Board and Development Committee.
* Excellent written and verbal communication skills and organizational skills
* Proficient in fundraising projections and analysis
* Complete understanding of all areas of fundraising
* Ability to work in a team environment
* Demonstrated attention to detail
* Ability to manage multiple projects simultaneously

**How to apply:**

Please email your resume, cover letter, and salary requirements to:

Fortunato Pezzimenti

Producing Director

[fpezz@irishclassical.com](mailto:fpezz@irishclassical.com)

**Application Deadline:** Friday, June 24, 2016