

## Job Description: Director of Development / Capital Campaign

<b>Department:</b> Development	<b>Pay Classification:</b> Full-time
<b>Reports To:</b> Managing Director	<b>FLSA Status:</b> Exempt
<p><b>Job Summary:</b> Responsible for developing and implementing a comprehensive fundraising strategy that facilitates the contribution of revenues to meet the organization's annual budget, supporting the mission and artistic vision and education programs of Lyric Theatre of Oklahoma, The Official State Theatre of Oklahoma.</p> <p>This position is responsible for raising \$2.5M+ in annual revenue through individual giving, corporate, foundation, government, and special events, and for executing a 3-4-year, \$28.5M Capital Campaign. The successful individual works closely with the Executive Team, the Board Development Committee, and the Capital Campaign Consultant to devise and implement campaigns that support Lyric's annual fundraising goals.</p>	
<p><b>Minimum Required Education:</b> Bachelor's degree in nonprofit management, arts management, or related field; CFRE certification a plus</p>	<p><b>Minimum Required Experience:</b></p> <ul style="list-style-type: none"> <li>• 5+ years of development experience working for a non-profit organization, preferably a professional theatre or arts organization.</li> <li>• 3+ years in a leadership/management position</li> <li>• Experience working closely with a Board of Directors and related committees</li> </ul>
<p><b>Required Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Be an accomplished and well-rounded fundraising professional with 5 + years of proven ability to raise leadership and transformational gifts for all purposes of Lyric Theatre.</li> <li>• Possess a demonstrated track record in the management of successful development programs, successfully soliciting and closing gifts.</li> <li>• Be a strategic leader with solid experience in managing, mentoring, and motivating staff with the ability to inspire those working with him/her toward accomplishing common objectives.</li> <li>• Be exceptionally well-organized, able to plan strategically, set priorities, focus on details, and follow through while not losing sight of the big picture, with the flexibility to welcome and embrace change, and the ability to balance the many challenges inherent in an active and lively theatre environment.</li> <li>• Must embrace the mission and artistic vision of Lyric Theatre of Oklahoma</li> <li>• Be a sophisticated, warm, highly personable, mature, and discreet individual, with an entrepreneurial mindset, a results-oriented work ethic, who works effectively with trustees, donors,</li> </ul>	<p><b>Essential Job Functions:</b></p> <ul style="list-style-type: none"> <li>• With the theater's Executive Team, consultants, and Board development committee, establish and execute a strategic vision and a comprehensive development plan that supports the theater's current and long-term operating and capital needs.</li> <li>• Assertively lead and direct the organization and implementation of the theater's fundraising from corporate, individual, foundation, and government sources. Key initiatives include the ongoing identification and cultivation of individual and corporate donors, with particular focus on accessing new constituencies and major gift development, and an emphasis on the effective stewardship of donors.</li> <li>• In coordination with a national Capital Campaign consultant and Lyric's Board, direct a Capital Campaign to renovate and expand the theatre's three facilities.</li> <li>• Monitor and evaluate all fundraising activities to ensure fundraising goals are being achieved.</li> <li>• Oversee grant seeking, including research, proposal writing, and reporting requirements.</li> </ul>

<p>volunteers, and is comfortable dealing with people of wealth, and who relishes taking an active, public role in the cultivation and solicitation of donors.</p> <ul style="list-style-type: none"> <li>● Possess excellent verbal and written communication skills.</li> <li>● Experience with integrated CRM systems (such as Paciolan, Tessitura, Razor's Edge, and similar systems) is a plus.</li> <li>● Must have a general knowledge of local, regional, and national foundations that provide organizational and programming support to arts organizations.</li> <li>● Must have demonstrated experience in grant writing and a proven track record of submitting successful grant proposals.</li> <li>● Must be out of the office at least 35-50% of the time for in-person donor calls, visits, and cultivation.</li> <li>● Must be able to thrive in a team-oriented and mission-driven environment.</li> <li>● Must be able to meet deadlines in a fast-paced, multifaceted environment.</li> <li>● Must exhibit excellent organizational and sound decision-making skills with attention to detail.</li> <li>● Must be able to solve problems creatively.</li> <li>● Must be skilled in strategic planning.</li> <li>● Must have a general knowledge of planned giving tools and best practices.</li> <li>● Must have a working knowledge of MS Office Suite and/or G Suite</li> </ul>	<ul style="list-style-type: none"> <li>● Create and monitor income and expense budgets for the development department.</li> <li>● Supervise and motivate the development department's staff with strong, supportive, and consistent leadership.</li> <li>● Establish department goals and conduct regular performance evaluations.</li> <li>● Foster an understanding of philanthropy within the organization.</li> <li>● Work closely with Lyric's Managing Director, Producing Artistic Director, Executive Producer, and Board of Directors.</li> <li>● Oversee the design, printing, and distribution of marketing and communication materials for development efforts.</li> <li>● Maintain the organization's sponsorship recognition and benefits program.</li> <li>● Work collaboratively with Lyric's Director of Marketing to appropriately position development opportunities and integrate messages in publications and other collateral materials.</li> <li>● Work collaboratively with staff members to identify support for programs/projects.</li> <li>● Manage Lyric's donor database and oversee staff responsible for data entry and gift processing.</li> <li>● Oversee the Staff/Board planning and implementation of all fundraising and donor engagement events to ensure revenue goals are being met and Lyric's event standards are being maintained.</li> <li>● Build Lyric's planned giving program.</li> </ul>
<p><b>Other Information:</b></p> <ul style="list-style-type: none"> <li>● Must be able to work evenings and weekends, as needed, to complete projects on deadline, attend board and committee meetings, and attend performances and special events.</li> <li>● Must be able to travel by air and represent Lyric on donor trips and at national arts and fundraising conferences.</li> <li>● Must possess a valid Oklahoma Driver's license.</li> </ul>	<p><b>Physical Requirements:</b></p> <ul style="list-style-type: none"> <li>● Primarily works in a normal office environment where there is little or no physical discomforts</li> <li>● Ability to be present for 2-3 hours at a time, greeting patrons and sponsors before and after performances.</li> <li>● Ability to drive a vehicle statewide, as needed, to meet with potential and current donors.</li> <li>● Light lifting, up to 25lbs, is occasionally required.</li> </ul>