



Job Opening:
DEVELOPMENT DIRECTOR
Reprise Theatre Company
Los Angeles, California

Description:

Reprise Theatre Company, Los Angeles's premiere musical theatre company, seeks a full-time **Development Director**.

Reprise is a professional, not-for-profit theatre company that was founded in 1997. Reprise is led by Artistic Director Jason Alexander and produces a series of revivals of classic musicals, plus ongoing concerts, readings and special events. Recent productions/performances have included CAROUSEL; A FUNNY THING HAPPENED ON THE WAY TO THE FORUM; HOW TO SUCCEED IN BUSINESS WITHOUT REALLY TRYING; JERRY SEINFELD LIVE! at the Saban Theatre in Beverly Hills; and concerts with Audra McDonald, Kristin Chenoweth, Brian Stokes Mitchell, Patti LuPone, and others. View our website for more information: www.reprise.org

POSITION OVERVIEW: The Development Director creates and executes a strategic fundraising plan for Reprise. The position oversees all aspects of fundraising from all sources, including board members, individuals, foundations, corporations, government agencies, and special events. This position also manages the logistical aspects of fundraising, including reporting and donor database oversight. **We are seeking a highly professional and motivated individual to take our successful fundraising program to the next level.**

ESSENTIAL JOB FUNCTIONS

- Develop and execute a strategic fundraising plan to meet approved annual goals. Track and analyze performance, making and carrying out recommendations to improve effectiveness.
- Manage the theatre's relationships with all current and potential funders.
- Meet directly with current and prospective donors to cultivate and solicit contributions. Support the Artistic Director and Board members in their solicitations of potential donors.
- Monitor the Annual Fund; provide stewardship for annual donors; and develop strategies to grow this donor group. Supervise the Development Coordinator in all logistical duties of Annual Fund management, such as acknowledgement letters, renewal letters, benefits administration, and gift entry.
- Supervise a part-time grant writer and manage grant proposals, calendar, reporting and follow up.
- Research new foundations and corporations and strategize to capture these prospective funders.
- Provide timely, personalized service to foundations, corporations, government agencies, and major individual donors, assuring that funders receive proper benefits, acknowledgements and recognition.
- Monitor board giving and manage a Development Committee of the board.
- Oversee annual fundraising event and provide support to the board committee assigned to oversee this event. Also work with board members to plan donor cultivation events.
- Interact regularly with donors, Board Members and community leaders while representing the theatre at both Reprise events and other community events.

EXPERIENCE REQUIRED: Bachelor's Degree and five or more years of professional fundraising experience. Knowledge of LA community, locales, residents, art-scene and philanthropy a major plus.

Must have professional demeanor and strong work ethic.

REPORTS TO: Managing Director

DIRECT REPORTS: Development Coordinator; Grant Writer; hourly event staff and other seasonal development staff

WORKING REQUIREMENTS: Hours are Monday through Friday, 10am to 6pm. Some weekend and evening hours are required including attendance at Opening Nights, Closing Nights, special events and donor events, and for solicitations or meetings that may happen outside normal hours. Employee is required to maintain a high level of professionalism at all times.

COMPENSATION: Competitive salary, health and dental benefits.

How to Apply:

TO APPLY To apply, e-mail cover letter, resume, salary history or target salary range, and three references to giving@reprise.org with subject line: Development Director. No phone calls please.

Position open until filled.