

About Synchronicity

Synchronicity is a nonprofit theatre company founded in 1997. Since bursting onto the Atlanta scene, Synchronicity has produced gutsy, high-quality and entertaining plays that resonate with our audience, our community and our lives. Our mission is to uplift the voices of women and girls, and build community through theatre.

Synchronicity is hiring a full-time Development Director to build on a strong 25-year reputation for creating great theatre and building community in the Atlanta area.

DEVELOPMENT DIRECTOR | *FULL-TIME POSITION (40 hours/week, occasional nights and weekend events)

The Development Director is responsible for implementing all fundraising activities to meet contributed income goals for the company. Annually, this includes four seasonal campaigns; 1 major fundraiser and 2 cultivation events with fundraising components; developing branded fundraising campaigns to support institutional marketing goals, cultivating individual donors; and developing and shepherding corporate sponsors. Over 50% of Synchronicity's contributed income comes from Foundation and Government grants, and the writing/managing of these applications are a large part of this position. Growth opportunities in this position are in Corporate and Individual Donor cultivation and management.

Key competencies include outstanding writing and verbal communication skills, organizational skills, and advanced computer skills, including experience with the Microsoft Office suite of programs, CRM management, and basic understanding of crowd funding platforms. Experience managing support staff and interns required. Experience working closely with donors and board members preferred. Experience researching and cultivating prospective funding sources preferred. Proficiency with Spektrix a plus. Event management experience with events of 150+ people strongly encouraged. Synchronicity is willing to train and cultivate these skills.

At least two years of fundraising experience, required and four-year degree preferred. Experience in the arts preferred. The ability to work both independently and as part of a highly collaborative team is key. Ideal candidate must be a great communicator, organized, creative and detail-oriented; and interested in being engaged with the mission of the organization.

SPECIFIC RESPONSIBILITIES INCLUDE:

- Grants – research, write and manage private, corporate and government grant proposals;
- Design and manage detailed grants calendar and tracking sheet;
- Manage proper acknowledgement and management of all donor gifts;
- Manage donor database and work closely with Managing Director to track annual funding;
- Manage annual tracking of demographics, program evaluations and scope of services;
- Manage a PT Development Associate;
- Work with seasonal interns;
- Cultivate a working knowledge of Synchronicity's artistic and education programs;
- Produce and manage the annual Women in the Arts & Business luncheon, as well as season kick-off party; opening night receptions; and other periodic smaller cultivation events;
- Design and run the four annual giving seasonal campaigns which include end of year mail out campaign, spring campaign; 1-2 crowdfunding campaigns, and season launch party for high end donors;
- Manage both up and down to maximize the resources of the entire organization towards meeting contributed income goals.

Other qualifications:

Excited to work closely with small but fierce team; strong management skills esp. of undergraduate interns; develop strong relationships with selected board members; staff liaison to Board's Brand Experience & Cultivation Team, flexibility and nimbleness. Fluency with Spektrix or similar CRM helpful.

Salary: \$45,000

Reports to: Managing Director

Hours: Full time, some nights and weekends required.

Benefits: Generous vacation and flex time options. Insurance reimbursement. Simple IRA Match plan after 12 months.

To apply please send resume and cover letter to Celise Kalke, Managing Director via email to hire@synchrotheatre.com by May 2, 2022.

Synchronicity Theatre is committed to recruiting and fostering a diverse community of staff working towards best practices in Equity, Diversity, and Inclusion.