



THE
NATIONAL THEATRE
FOUNDATION

Development Manager

The National Theatre Foundation, Washington, D.C.

Posted: Reposted on January 12, 2023

Location: District of Columbia, United States/some remote work flexibility

Position: Administrative

Field: Arts Administration, Theatre Management, Fundraising, Development, Other fields

Salary Range: \$50,000 - \$65,000

Benefits: Health and dental insurance; paid-time off/vacation; retirement plan.

Website: <http://www.nationaltheatre.org>

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled

Category: Fundraising, Development and communications, Administrative

Employment Level: Full-time

POSITION SUMMARY

The Development Manager plays a central role in the successful operation of The National Theatre Foundation's (NTF) fundraising program. Core responsibilities include working with the Director of Development on various fundraising initiatives, including direct solicitations and grant proposals, maintaining information in the constituent database, as well as overseeing and managing external marketing and communication. Additionally, this position supports key office operations, including communication with our Board of Directors. Other duties as assigned. Anticipated work balance is 75% Fundraising and 25% Operational/Communications support.

This is a full-time, non-exempt position, located primarily in Washington, DC, with hybrid/remote work flexibility possible. This position reports to the Director of Development.

PRIMARY RESPONSIBILITIES

- With the Director of Development, help to develop, implement, and evaluate fundraising activities and initiatives to generate and grow unrestricted operating support.
- Manage NTF's development marketing and solicitation programs, including the creation and production of digital, print, and social communications.
- Provide support for donor meetings, including scheduling, generating donor reports, preparing materials for visits, and managing pre- and post-visit activities, including follow-up and stewardship.
- Maintain and monitor a calendar of deadlines for grant applications, proposals, and reporting, and communicate this information to appropriate staff in a timely manner.
- Research and vet additional grant opportunities with the potential to support priority capital, operational, and programmatic initiatives.

- Participate in planning sessions to ensure that programming meets current funding requirements/uses grant funding appropriately
- Assist with grant writing activities for the foundation, including: initiating letters of inquiry and drafts of proposals; preparing supporting documents; and composing, compiling, and submitting completed applications.
- Plan, organize, and execute events, meetings, and donor receptions, such as “Opening Night” and donor stewardship gatherings. Assist with setup and breakdown as needed.
- Serve as primary liaison to our National Theatre Circles program members (leadership donors), providing related concierge services.
- Assist with prospect research activities and create donor profiles as directed.
- Manage and coordinate collection and distribution of materials for Board of Director’s and associated committee meetings. Record and disseminate notes after the meeting.
- Process gifts on behalf of the development staff and ensure accurate allocation to funds while maintaining donor confidentiality.
- Manage the solicitation and stewardship of donors to our Dedicated Seat program.
- Facilitate the acknowledgment process to ensure that donors receive thank-you letters and gift receipts in a timely manner
- Coordinate and manage work flow for acknowledgements, grant proposals and agreements and other critical documents to ensure timely and accurate completion.
- Track donor activity, solicitations, pledges, and gifts for the office and prepare relevant reports.
- Maintain comprehensive files and data, including financial gift records, donor lists, and correspondence .
- Leverage NTF’s member management system and the CRM to ensure that donor records include accurate gift history, solicitation, and stewardship strategies, and are properly coded to ensure accurate reporting.
- Assist Director of Development and Director of Operations in expense reporting and provide assistance to other staff members as needed.
- Perform administrative tasks as needed. Answer phones and field general inquiries, manage calendars, fulfill special ticket requests, filing, and office inventory.

QUALIFICATIONS AND SKILLS

- Understanding of, and appreciation for, the performing arts and other cultural programs with a specific passion for NTF’s culture and programming.
- Bachelor’s degree (or 3-7 years of work experience with nonprofit administration, grant writing, or fundraising).
- Three or more years’ experience in nonprofit administration and/or fundraising with a proven track record of success.
- Commitment to ethical fundraising, collegiality, and teamwork.

- Commitment to supporting equity, diversity, inclusion and anti-racism and capacity to engage effectively and in a culturally responsive manner with diverse colleagues, constituents and communities.
- Excellent communication and interpersonal skills, verbal and written.
- Self-starter with strong organizational, project, and time management skills.
- Superior attention to detail.
- Ability to successfully handle multiple priorities while remaining flexible, proactive, and highly professional.
- Ability to liaise with key stakeholders, including Board members and leadership donors.
- Ability to create, maintain, and produce highly sensitive, confidential information and documents.
- Proficient in Microsoft Word, Microsoft Outlook, Microsoft Excel, PowerPoint, and internet research. Direct experience with CRMs and databases preferred.
- Must be able to work occasional weekend and evening hours as needed.

APPLICATION INSTRUCTIONS

Please submit a résumé and letter of interest highlighting relevant experience to jobs@nationaltheatre.org. No phone calls please.

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The National Theatre Foundation is an equal opportunity employer committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and in our programs. In particular, NTF seeks a racially diverse staff team to mirror the diversity of the DC metropolitan area.

ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare's *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs. Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

The National has welcomed almost every major theatrical star in United States history. It strives to be the “Stage for the Nation,” by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National’s 2022-2023 season includes nine Broadway productions along with our three primary community education programs: (1) *Saturday Morning Live! At The National*, a series of free educational programs for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances throughout the District of Columbia and surrounding communities that experience barriers to accessing the arts; and (3) *Teens Behind the Scenes*, which provides DMV-area (District of Columbia, Maryland, and Virginia) high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals. Given the diversity of the DMV area, a particular focus of our community education programs is engaging children and youth from racially minoritized and economically disadvantaged communities. During the pandemic, all of our programs pivoted to a virtual online format. We are now beginning to transition back to in-person performances.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Plans for proper storage, access, digitization, and display are currently under development.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) nonprofit organization established in 1974 and governed by a 15-member Board of Directors. Sandy “Charles” Wilkes serves as Chairman of the Board. NTF’s fiscal year 2022 operating budget is more than \$950,000, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National and its extensive archives. Among other responsibilities, NTF’s staff manages The National’s relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the “Broadway at the National” season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF’s strategic planning is focused on further deepening its identity, supporting NTG’s Main Stage presentations while expanding our own community engagement programs, and communicating The National’s rich history in order to distinguish The National among DC’s vibrant performing arts scene. NTF’s corresponding strategic initiatives in the coming years include bringing The National’s archives and history to the public’s attention, increasing its

organizational capacity, expanding its economic model, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.