

Director of Development
The UC Theatre
Berkeley Music Group

Start date: January 15th-February 15th, 2019

Hours: Full-time, occasional evening and weekend hours required

Salary: Depends on experience; includes health insurance, sick and vacation time, free entry to all shows

Location: 2036 University Ave., Berkeley California

The Berkeley Music Group has a unique opportunity for an experienced strategic fundraiser to join a collaborative fundraising team focused on advancing The UC Theatre as a local independent non-profit music venue presenting a vibrant and diverse range of live performances to advance the understanding and appreciation of music, culture and education in the east bay.

The Director of Development will be an integral member of the The UC Theatre fundraising team. This position is responsible for raising major and principal gifts annual of \$1m plus, with an emphasis on gifts between \$5,000 and \$100,000 that address funding priorities and objectives determined in conjunction with the leadership of the Berkeley Music Group including the Annual Fund, Education Program fundings.

About The UC Theatre

The UC Theatre is a nonprofit, independent music venue dedicated to presenting a vibrant and diverse range of live performances to advance the understanding and appreciation of music, culture and education in the Bay Area. The UC Theatre is a music venue serving the community through partnerships and youth education programs that train youth ages 17 to 25 through hands on workshops, paid internships, industry tours, and professional speakers.

The UC Theatre's annual fundraising budget will be \$1m plus. Our full-time and part-time staff are a highly skilled, dynamic group of folks who have together created an excellent workplace environment. As an anchor organization for the downtown Berkeley Arts District, The UC Theatre holds over 120 concerts & events annually while providing local youth free, paid job training for careers in the music industry and beyond.

Berkeley Music Group

A 501(c)(3) nonprofit organization

The UC Theatre: 2036 University Avenue, Berkeley, California 94704

Mailing: 1300 Clay Street, Suite 600, Oakland, California 94612

www.theuc theatre.org • education@theuc theatre.org • information@theuc theatre.org

Position Overview

The Director of Development will be responsible for raising \$1m per year and will work together with the Founder and CEO, Board of Directors, Development staff, and interns to execute the fundraising goals set forth in the strategic plan, and to set annual fundraising goals.

Responsibilities

Individual Donor Cultivation and Solicitation

- Working with Founder & CEO, Development Team and Board members as appropriate, develop and execute strategies for cultivation and solicitation of current and potential major donors
- Oversee creation of fundraising support materials
- Support Development Manager in cultivation of new donors, including Annual Fundraiser, Direct Mail/Email outreach, in show donation objectives, and strengthening lobby presence and show announcements and cultivation events
- Write copy for and oversee mailing and tracking of direct mail appeals
- Planned Giving – develop and oversee planned giving strategy and integrate message into overall fundraising plan

Fundraising/Institutional Support

- Support Education Director and Development Manager in preparation of proposals to foundations, corporations and other organizations
- Attend site visits and maintain relationships with institutional funders throughout the year
- Oversee submission of timely grant reports
- Oversee development of supporting materials
- Work with Education Director to raise funds for new projects
- Oversee creative design elements
- Write website content and email versions of fundraising campaigns
- Integrate theme into institutional marketing efforts

Special Events

- Plan and oversee implementation of donor cultivation events such as pre-show receptions and house parties
- Plan and oversee implementation of annual fundraising event raising at least \$175,000 annually to start

Liaison With Other Departments

- Work with Marketing Department to promote fundraising activities and facilitate communication with donors, including promoting special events, keeping website current, and coordinating messaging
- Work with Education Department to raise funds to support new program projects

General & Administration

- Regularly evaluate fundraising practices and periodically try new things or make adjustments
- Provide regular detailed reports on progress toward fundraising goals including monthly reports for the Board
- Attend quarterly Board meetings
- Communicate regularly with Accounting Department to reconcile fundraising income information.

Qualifications

- At least 5 years of development experience required
- Experience and success in Raising at \$1m per year or more in the Arts, Culture and Education philanthropic communities.
- At least one year leadership level development experience required
- Facility with MailChimp, Salesforce, and Google Suite strongly preferred
- Excellent written and oral communication skills
- Ability to work collaboratively and independently
- Ability to manage multiple projects and priorities simultaneously, adjusting workload to meet changing circumstances
- Desire to help the The UC Theatre create a welcoming, multi-cultural environment that values equity and inclusion.
- Attending/working events at The UC Theatre to facilitate cultivation and stewardship of donors.

To Apply

Please submit resume and cover letter to David M. Mayeri, Founder and CEO: dmm@theuc theatre.org. Position open until filled. Interviews begin January 3rd 2019 or earlier.

The UC Theatre is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefits, training and working conditions.

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