



## **Development & Special Events Manager Charlotte, NC • Development Department**

**We create exceptional theatre experiences, inspiring generations to explore the wonder of their world.**

Children's Theatre of Charlotte (CTC) is proud to be an organization where a diverse mix of talented, committed, and enthusiastic people gather to do their best work. As we inspire generations to explore the wonder of our world, we desire to see the diversity and amazing, expanding tapestry of this world and community reflected in all our programming, behind the scenes, and in our team members, board, and volunteers.

We recognize theatre as a means of holding up a mirror to society, and that all people's race, ethnicity, culture, background, and beliefs should be celebrated and reflected onstage, on staff, and in the audience. Employment opportunities are available to all, without regard to race, religion, color, national origin, gender, veteran's status, age, marital status, sexual orientation, or disability. In addition, we will endeavor to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.

### **WHAT WE DO...**

CTC has grown to become a national leader in Theatre for Young Audiences and is recognized for the breadth and strength of its programs. We are dedicated to creating vibrant and engaging professional theatre experiences.

Our Development & Special Events Manager is a key member of a dedicated fundraising team who passionately support the art on our stages and in the classroom. Our Development Team aims to raise over \$1.6 million in 2021-22 to support a \$4.1 million budget. The Development Team has the unique privilege to build sustainable and impactful relationships with our community. Collaborating with our talented production, education, and community outreach teams, we have the unparalleled opportunity to create dynamic, inspiring experiences that motivate our prospects and donors to make transformational gifts. Philanthropy partnered with the power of live theatre and storytelling can transform and advance the development and trajectory of young people in our community.

### **WHAT YOU'LL DO...**

The Development & Special Events Manager is an outstanding fundraising professional and event coordinator who is driven to create unique, diverse, and inclusive special events that align with CTC's mission, core values, and strategic plan. Working in collaboration with the Director of Development, the Development & Special Events Manager will plan, implement, fulfill sponsorships, and report on revenue generating, donor-centric, and community partner events. As part of the work of the department, the Development & Special Events Manager will be fully integrated in helping to identify, cultivate, solicit, and steward individual donors with the intent to grow the major donor pipeline.

#### ***Special Event Coordination and Execution***

- Coordinate and manage pre-event logistics such as the planning, implementation, internal/external communications, RSVP/guest lists, and execution. This includes establishing and maintaining an event database with all pertinent event data.
- Collaborate closely with the Director of Development to manage, plan, implement, and execute post-event strategy for all CTC's special events. This includes creating and implementing a strategy to cultivate and steward prospects and event attendees into major donors.
- Engage and manage volunteers and the Board Development Committee in the event planning process while leveraging and growing key volunteer relationships.
- Solicit, in partnership with the Development Team, and fulfill event sponsorships and associated benefits, including in-kind donations.
- Develop, manage, and report all event budgets.

- Collaborate with the Marketing and Communications Department to produce event materials, collateral, and promotions.
- Support ancillary third party and community partner events approved by Director of Development.
- The Special Events Coordinator is a key member of the Development Team, providing support and assistance as needed.

#### ***Development of Individual Donors***

- Strategize and cultivate individual donors through the events, corporate volunteers, and committee pipelines.
- Identify, cultivate, solicit, and steward new or current patrons and/or education families into donors.
- Manage and develop portfolio of donors and their prospect plans.
- Track and manage all donor data and prospect plans in Audience View, our ticketing and donor management software.

#### **WE'D LOVE TO HEAR FROM YOU IF...**

- You are enthusiastic, goal driven, unflappable under pressure, and can strike a balance between juggling all the details and executing them successfully.
- You are an organized, detail oriented, and strong project manager, with solid administrative and leadership skills. You are at your best when working on a variety of projects simultaneously.
- You thrive in a fast-paced, collaborative environment. As an active and compassionate listener, bridge builder, and organized events coordinator, you are committed to providing experiences that excite and engage patrons and volunteers in our work.
- You are people-oriented with the ability to motivate others. Receptive to new ideas, you can develop, nurture, and leverage authentic relationships within and outside of the organization.
- You are proficient in using Microsoft Office apps and donor databases and are driven to find ways to use technology for efficiency and effective event management.
- You are excited to lead through a lens of equity, cultural awareness, and sensitivity.

#### **EDUCATION/EXPERIENCE**

B.A. degree or a combination of significant professional fundraising and some college. Special consideration for individuals who also have experience in nonprofit events coordination.

**SALARY RANGE:** \$38,000 to 40,000 plus benefits

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may at times lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to stand; walk; reach with hands and arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

#### **APPLICATION REQUIREMENTS**

To apply click this link: [Development and Special Events Manager](#)

Please attach a resume and cover letter (PDF PREFERRED). In the letter, please tell us the following: (1) why you are drawn to work at Children's Theatre of Charlotte; (2) how have your past experiences prepared you to conceptualize, implement and manage an event; and (3) what impact do events have on fundraising and how do you optimize the impact after the event?

The job will be open until filled, however applications received before April 25, 2021 will receive the highest consideration.