Embassy Theatre Foundation, Inc.
Job Description

Job Title: Philanthropy Director
Reports To: President & CEO
Classification: Exempt, Full-time
Salary Range: Starting at $60,000; negotiable based on experience

General Description: Responsible for furthering the mission of the Embassy by directing the fundraising strategies and activities of the organization, including membership, major gift and planned gift solicitations, and other fundraising activities. Maintains a high level of public awareness about the Embassy and the importance of philanthropic donations to its programs and services.

Duties and responsibilities:

- Collaborates with the President & CEO, staff and board of directors to create and execute a fund development plan, which includes individual, corporate and foundation gifts as well as direction of fundraising events and any capital campaigns, to support the strategic direction of the organization.
- Supervises staff responsible for all aspects of fundraising and data collection and recordkeeping.
- Directs the fund development plans in accordance with ethical fundraising principles.
- Monitors trends in the community or region and adapts fundraising strategies as necessary.
- Develops and manages timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Fosters an understanding of philanthropy within the organization, including at the board level.
- Monitors fundraising results and consistently reports progress to Embassy leadership. Leads quantitative and qualitative evaluation of fundraising outcomes, resulting in informed strategies.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience: Four-plus years of professional experience in a nonprofit organization and strong track record of achieving fundraising outcomes required. Tangible experience in cultivating, soliciting and stewarding donors required. Excellent communication skills, both written and oral; strong interpersonal and relationship-building skills with ability to listen; self-starter with ability to manage deadlines and work independently while supervising fundraising staff required. Bachelor's degree and/or certificate in fundraising preferred.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility available.

Compensation: Wages are commensurate with experience. The Embassy offers a competitive benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short- and long-term disability; and paid vacation, holiday and sick days.