



Development Supervisor at Palm Beach Dramaworks

Job Description:

The Development Supervisor (DS) is an exempt position which reports to and works closely with the Founder in Residence (FR) and Executive Director (ED).

The DS will assist the FR in conceptualizing, fostering, and implementing fundraising strategies to secure financial support for organizational programming, initiatives, and strategic goals. Strategies will include detailed and measurable plans for soliciting new donations, stewarding, maintaining & increasing existing donor support, and diversifying & expanding other donation and revenue streams. The DS will also manage fundraising events and campaigns.

Essential Duties & Responsibilities:

- Assist in preparation and execution of fundraising & sponsorship strategies around major gifts, annual fund, planned giving, and fundraising events & campaigns.
- Identify grant opportunities and lead all grant writing, submittal, and reporting processes.
- Establish new corporate partnerships and expand already established relationships to materially increase donations & sponsorships.
- Organize and run all events, working with community partners, vendors, other PBD staff, and the Board of Directors.
- Support research to identify, leverage, and foster community relations, speaking engagements, fundraising events, and other outreach platforms to reach new donors and sponsors.
- Supervise donor recognition and stewardship activities; motivate donors to maintain and expand financial commitments.
- Collaborate with marketing and front of house team members to create promotional material for fundraising events/campaigns and all other advancement collateral.
- Regularly & continually measure, analyze, and report on results of fundraising goals/campaigns.
- Meticulously track and reconcile all contribution and sponsorship revenue, including related restrictions and donor allocations; ensure accurate records across departments and software platforms; produce meaningful reports on same.
- Manage & maintain applicable donor and vendor records, ensuring accuracy and compliance with organizational procedures.
- Provide friendly, donor-centered customer service and represent PBD and our mission in a professional and positive manner.



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Qualifications & Requirements:

- Bachelor's degree in Business or Arts Administration preferred.
- A minimum of three years of development experience preferred. Experience working in a regional theatre or other performing arts organization a plus.
- Willingness to research, identify, and cultivate relationships, which lead to increased organization funding.
- Knowledge of meeting organizational fundraising goals, through diverse funding streams.
- Some experience with grant writing preferred.
- Willingness to secure individual gifts (of at least \$1,000) and donations/sponsorships via events.
- Ability to work within a financial budget.
- Excellent oral and written communication skills.
- Meaningful experience with donor software and databases.
- Extensive experience building donor reports and supporting queries.
- Ability to quickly train on PBD donor/box office databases and website platform.
- Advanced Microsoft Office skills (Excel, Word, Power Point, and Outlook).
- Ability to be self-directed and highly motivated.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Detail-oriented, including excellent proofreading and copy-editing skills.
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders.
- Must work onsite at the theatre location, and other sites as needed.
- Must have reliable transportation and a valid driver's license.
- Some night and weekend work required.
- Ability to lift up to 15 pounds.

Salary:

Starting at \$55,000 annually; negotiable based on qualifications and experience.

To apply, please e-mail a cover letter and resume to Founder in Residence, Sue Ellen Beryl at sberyl@palmbeachdramaworks.org. No phone calls please.