

JOB DESCRIPTION

JOB TITLE:	Development Assistant & Board Liaison
DEPARTMENT:	Development
REPORTS TO:	Director of Development
PREPARED DATE:	October 5, 2018
CLASSIFICATION:	FLSA: Salaried, Exempt
SALARY RANGE:	\$30,000-\$33,000 annually

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyle Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Freidman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

MISSION STATEMENT

The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

DIVERSITY AND INCLUSION STATEMENT

Dallas Theater Center strongly believes that an effective workforce includes employees from different and diverse backgrounds and experiences that together form a more creative, innovative, and productive environment. As a leading national theater, DTC recognizes that building an equitable, diverse and inclusive environment is the key ingredient to its relevance and sustainability in the community it serves.

SUMMARY

The Development Assistant & Board Liaison will report to the Director of Development. DTC is in the quiet phase of a multi-million-dollar campaign to raise operating and endowment funds for the theater. The Development Assistant & Board Liaison will work directly with the Director of Development to help ensure the success of the campaign and other development projects as assigned. The Development Assistant & Board Liaison will also be the primary point of contact for the Board of Directors and will plan and execute board meetings. Responsibilities include: assisting with proposal development (narrative and visual presentations), donor/prospect communication, scheduling, cultivation events, benefit fulfillment, and board/committee communications. The Development Assistant & Board Liaison will interact regularly with donors, board members, and artistic staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the Director of Development in the cultivation, solicitation, and stewardship of donors of \$25,000 and above
- Contribute to the creation of tailored written presentations for solicitations, including: writing proposals, gathering relevant photos/quotes/statistics/etc., and developing benefits packages specific to the interests of a prospect
- Coordinate and schedule meetings for the Director of Development and prospects/board members/committees
- Assist with donor communication, including thank you letters, pledge reminders, and reports
- Ensure that donor benefits are fulfilled and recorded in DTC's donor database
- Maintain and update various campaign reports and tracking documents
- Compose and send a weekly update to board members
- Plan and execute (with Director of Development and Managing Director) full board meetings and various committee meetings
- Record minutes at full board meetings
- Other duties as needed or assigned

SKILLS AND KNOWLEDGE

- Strong project management and organizational skills
- Ability to prioritize multiple tasks and meet deadlines
- Strong proofreading and editing skills
- Strong interpersonal communications skills and ability to maintain confidentiality
- Proficiency with Microsoft Office suite, including Word, Excel, and PowerPoint
- Knowledge of Tessitura (or other CRM/database) strongly preferred, but not required
- Ability to work nights and weekends, as required
- Strong commitment to diversity and inclusion

EXPERIENCE/EDUCATION

- Bachelor's degree preferred or a minimum of 2-years work experience
- Experience in theater, the arts, or non-profit organizations preferred

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please submit resume and cover letter via email to hr@dallastheatercenter.org