

## **JOB DESCRIPTION**

**Title:** Director of Development  
**Reports to:** Executive Director  
**Status:** Exempt

**Bring your vision. Build lasting impact.  
Help shape the future of a beloved Dallas institution.**

Dallas Children's Theater (DCT), a nationally recognized professional theater and the only one in North Texas dedicated exclusively to youth and families, seeks a strategic, relationship-driven Director of Development to lead all fundraising and development efforts. This is a key leadership role responsible for designing, executing, and overseeing a comprehensive fundraising strategy that secures \$3 million annually through individuals, foundations, corporations, government agencies, and special events. The Director of Development serves as a visible and inspiring representative of DCT in the community and plays a pivotal role in building and nurturing relationships that advance the organization's mission.

### **The Opportunity**

This is a pivotal moment in DCT's evolution—following the appointment of a new Artistic Director and the launch of a bold strategic plan (Vision 2030), the theater is investing in growth, innovation, and long-term sustainability. The Director of Development will be at the center of this transformation, with the opportunity to build something lasting and impactful. With strong board and executive support, a lead \$1 million campaign gift already secured, and a refreshed case for support, the stage is set for meaningful philanthropic growth.

### **Key Responsibilities**

#### **Leadership & Strategy**

- Develop, execute, and evaluate an annual fundraising plan that aligns with institutional goals and long-term sustainability.
- Provide strategic direction and oversight across all development initiatives, including major gifts, annual giving, grants, sponsorships, and special events.
- Manage a contributed revenue goal of \$3 million annually in collaboration with the Executive Director and development team.
- Oversee the development department budget, forecasting revenue and ensuring accurate reporting.
- Partner closely with the Executive Director, Artistic Director, and Board of Trustees to engage, cultivate, and solicit major gifts and expand the organization's philanthropic network.
- Serve as a key member of the senior leadership team, contributing to organizational planning and decision-making.

#### **Fundraising & Donor Engagement**

- Cultivate, solicit, and steward a portfolio of major donors and high-capacity prospects.
- Lead the strategy and execution of year-round donor engagement, in collaboration with development staff and the marketing/communications team.

- Ensure consistent, personalized communication and stewardship that deepens donor commitment at every level.
- Drive fundraising strategy and sponsor engagement for key events, overseeing planning and execution with staff support.

### **Community Engagement**

- Serve as a visible and proactive ambassador for DCT, cultivating relationships with donors, corporate partners, civic leaders, and community stakeholders.
- Represent the organization at performances, donor events, and other community functions—including evenings and weekends as required.

### **Team Management**

- Supervise the Development Coordinator, ensuring effective execution of gift processing, donor acknowledgments, CRM management, reporting, volunteer coordination, and event logistics.
- Guide the Grants Manager in leading foundation fundraising efforts, including prospect research, proposal development, timely submission, and stewardship planning.
- Provide mentorship, structure, and clear priorities to an evolving development team.
- Foster a collaborative, inclusive, and high-performance culture that emphasizes accountability, growth, and shared ownership of fundraising goals.

### **Qualifications**

- Minimum of 10 years of progressive experience in fundraising, with demonstrated success in major gifts and team leadership.  
Strong strategic planning skills and the ability to align fundraising strategies with organizational priorities.
- Excellent interpersonal, written, and verbal communication skills.
- Experience managing budgets and leading cross-functional initiatives.
- Familiarity with CRM systems such as Tessitura (or similar).
- Deep understanding of donor engagement best practices; knowledge of the Dallas philanthropic landscape is a plus.
- Passion for the arts and commitment to the mission of Dallas Children's Theater.

### **To Apply:**

Please submit a resume and a cover letter that includes your:

- Proudest professional achievement
- Most challenging assignment
- Specific experience relevant to this role
- Salary range expectation

Email materials to: **staff.openings@dct.org**