



Book-It Repertory Theatre

Job Title: Director of Development

Department: Development

Supervisor: Managing Director

Supervises: Development Associate, Grants Coordinator, Vendors

Location: Hybrid Remote/In-Person at Seattle Center

Classification: Full-Time, Exempt

Salary Range: \$70,000-\$85,000 DOE

About Book-It Repertory Theatre: www.book-it.org

Our Mission: Book-It Repertory Theatre is a 501(c)3 non-profit organization dedicated to transforming great literature into great theatre, through simple and sensitive production, and to inspiring its audiences to read. Founded in Seattle in 1990, Book-It Repertory Theatre believes that reading and literacy are fundamental rights and keys to success. Book-It creates world-premiere adaptations of classic and contemporary literature for the stage, serving approximately 20,000 patrons through its main stage 4- or 5-play production season, and 55,000 young people throughout Washington with our arts education programs.

Book-It is an anti-racist organization that values equity, diversity, inclusion, and a focus on relationships, interactions, and work that promotes justice. Book-It values accountability, follow-through, compassion, enthusiasm, professionalism, and resourcefulness.

Vaccination Required, Covid-19 protocols in place

Position Summary:

The Director of Development heads the fundraising activities of Book-It Repertory Theatre, demonstrating outstanding leadership skills in the areas of board and donor relations, staff supervision, strategic planning, and financial management. This position is responsible for over \$1 Million in contributed income, and the leadership of a two-person development team. The Director of Development enhances public awareness of Book-It and its mission.

Key Duties and Responsibilities:

This position is responsible for overseeing and executing fundraising efforts of more than \$1 Million annually from individual, corporate, and foundation support, as well as 2-3 fundraising events.

- Provide fundraising leadership for the Board of Directors, empowering them to serve in their strategic role as fundraisers and ambassadors for the organization.
- Provide support to the Board in the prospecting, recruitment, and education of new Board members.
- Provide leadership and management to the development department, including clear and effective goal setting, skills development, and coaching, when needed.
- Serve as an enthusiastic and visible spokesperson for the organization.
- Design and oversee execution of annual fundraising campaigns, including 2-3 fundraising events per year, two annual mailings, and Book-It's GiveBIG campaign.

- Provide prospecting, solicitation, and stewardship for individual and major donors, as well as corporate sponsors.
- Provide timely and accurate reporting of fundraising activities to the Board and department heads.
- Determine development department budgeting, long-term goals, and benchmarks for forecasting.

Desired Skills and Qualifications:

- Minimum 5 years of experience in nonprofit fundraising management.
- Understanding of fundraising processes, including identification, solicitation, and acquisition of individual, major, and corporate donors.
- Strong interpersonal and written communication skills.
- Hands-on experience with event coordination.
- Demonstrated ability to design and implement project plans from start to completion.
- Successful experience in solicitation of five-figure gifts.
- Supports Book-It's values of being an anti-racist organization; shows a commitment to diversity, equity, inclusion, and justice work and implementation in fundraising plans.
- Previous experience fundraising for an arts & cultural organization is a plus.

Salary & Benefits:

The Director of Development is a full-time, exempt position. The salary range is \$70,000 – \$85,000, depending on experience. The work schedule is flexible, with occasional evening and weekend work required.

This is a hybrid position, with hours split between in-person and remote work. Our administrative offices are located at Seattle Center, with our mainstage performances being held primarily at The Center Theatre at The Amory.

Benefits include health care and PTO. In addition, Book-It shuts down for two weeks in July, at the end of our season, to afford employees uninterrupted time off. These two weeks are provided in addition to regular employee vacation accrual.

How To Apply:

Please send a cover letter and resume to Managing Director Jeannine Clarke at jeanninec@book-it.org

Book-It Repertory Theatre is committed to supporting a diverse work force and does not discriminate in employment based on race, color, religion, sex, age, or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap.