



POSITION TITLE: Director of Development

ABOUT THE ORGANIZATION:

Riviera Theatre and Organ Preservation Society, Inc. is dedicated to restoring, maintaining and utilizing the historic 1926 Theatre and its Mighty Wurlitzer theatre organ, as a working historic theatre by offering a wide array of live musical performances, performing arts and educational opportunities. The Riviera Theatre is a 501(c)(3) not-for-profit corporation and relies on ticket sales, donations, sponsorships, membership enrollment, volunteer work force and fundraising initiatives to achieve the core mission.

ABOUT THE POSITION:

Reports to the Board of Directors and works in partnership with the Executive Director, the Director of Development will coordinate all fundraising efforts and will create and execute development functions based on recent and future strategic planning with a focus on the organization's mission. The Director of Development will work closely with the staff and Board of Directors. The Director of Development will be responsible for elevating and enhancing the fundraising capabilities of the Riviera Theatre. The Director of Development will develop and manage all components of the fundraising program as well as the corporate sponsorship program.

POSITION REPORTS TO: The Riviera Theatre Board of Directors.

DUTIES & RESPONSIBILITIES:

- Develop and implement a short-and long-term strategic development plan which aligns with the organization's financial and strategic plan.
- Secure sponsorships and financial support from individuals, foundations, corporations, small businesses, and government agencies through annual giving, memberships, major gifts, grants, sponsorships, events, planned giving, and in-kind support.
- Secure funding in conjunction with the Executive Director for the organization's capital projects from individuals, foundation, corporations, small businesses, and government agencies on a local, state and federal level.
- Evaluate existing donor histories and plan targeted fundraising initiatives to move donors to the next level(s).
- Oversee accuracy of donor database and ensure proper donor recordkeeping and recognition.
- Cultivate and steward relationships with donors, sponsors, funders, local businesses, community leaders and other key prospects, directly and by coordinating efforts of the Board and staff.
- Work with Executive Director, Creative Director and staff to ensure that development efforts are fully integrated into the organization's website, social media, communications, and other marketing efforts.
- Work with Executive Director and Creative Director to create necessary event/solicitation/recognition collaterals, such as flyers, brochures, and invitations.
- Lead the planning and implementation of fundraising events and meet and exceed fundraising goals to be measured in 6-month increments.
- Work with Executive Director and Controller to create and manage development and organizational budgets.
- Present updates and strategic plans at monthly Board meetings.
- Execute all grant writing and submission by deadlines. Compile and complete grant reports and present at monthly Board meetings.
- Develop 100th Anniversary Gala sponsorship opportunities to secure new sponsors
- Identity elements for various sponsorship levels
- Other duties as assigned.

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of the Riviera Theatre.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in related field

- Proficient in Microsoft applications, including Excel
- Possess excellent writing, communication and presentation skills
- Possess good research skills for identifying possible foundations, corporate and individual prospects
- References required

PREFERRED QUALIFICATIONS:

- 2+ years experience in local non-profit fundraising position
- Passion for the arts and familiarity of the local WNY community, politics and businesses
- Comfortable speaking with donors to ensure success in soliciting gifts
- Have an understanding of best practices in fundraising and have a pulse on trends in the industry of charitable giving.

SALARY & BENEFITS:

- \$70,000-\$80,000 per year (depending on expertise and experience), full time, in office position
- Excellent health benefits
- Paid Holidays and vacation time

TO APPLY:

Submit resume, cover letter and three references to Lawrence Deneff at BoardChair@RivieraTheatre.org.

The Riviera Theatre and Organ Preservation Society is an equal opportunity employer.