



# SHAKESPEARE FESTIVAL ST. LOUIS

**Position Title:** Development Manager (Full-Time)

**Reports to:** Director of External Affairs

**Our Mission:** To produce professional Shakespeare theatre, culminating in a free production in Forest Park, and to celebrate both Shakespeare's language and the artists he has inspired.

**About the role:** The Festival is seeking a highly motivated fundraising professional to help coordinate our development efforts. This role serves as an essential bridge between Shakespeare Festival and the many individuals and institutions who make our work possible. This multi-faceted position helps manage data for patron records and revenue, coordinates donor communications and stewardship with year-round strategic messaging calendar, and assists with grant proposals and reports. On top of that, you get to work with creative people from around the country and help produce award-winning live theater!

**Location:** The Festival office is located at 5715 Elizabeth Avenue, St. Louis, Missouri.

## **You're Perfect If:**

- You thrive on a small team that sets out to execute BIG goals
- You love communicating with diverse groups of people
- You are excited to focus on the nitty, gritty details
- You can switch from data management to people management at the drop of a hat
- You can think creatively about data and can turn numbers into ideas

## **How You'll Spend Your Day:**

### **Donor Communication & Stewardship – 50%**

- Work with External Affairs team to coordinate donor communications with year-round strategic messaging and engagement calendar
- Manage daily entry of gifts into donor database and coordinate periodic reconciliation with finance department
- Prepare request and recognition letters with accuracy and speed
- Coordinate three mailed donor appeals per year
- Deliver reliable, timely data and reports
- Collaborate with the Director of External Affairs to manage all donor & sponsor benefits ensuring a positive member experience

### **Grant Writing – 30%**

- Manage grant reporting requirements and grant application timelines



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- Prepare proposals and reports to corporations, foundations, and government entities including coordination across departments to gather program data, testimonials, media, and evaluations

## **Research & Identification – 15%**

- Assist with research & identification including donor profiles, meeting materials, and identification of new funding sources

## **Other tasks as assigned by Director of External Affairs – 5%**

### **Experience and Qualifications**

- Excellent written and verbal communication skills, telephone etiquette, and attention to detail
- Two-three years fundraising experience preferred as well as experience with Raiser's Edge or similar constituent database, Google Suite, and Microsoft Office
- College degree preferred

**Salary & Benefits:** Salary starts at \$40,000, negotiable commensurate with experience and qualifications. Full-time employee benefits include paid vacation, medical and dental insurance at 100%, and employer match of up to 3% of simple IRA contributions.

**To Apply:** Interested candidates should send their resume and a cover letter highlighting relevant experience to [sfstljobs@sfstl.com](mailto:sfstljobs@sfstl.com). Review of applications will begin immediately, and the position will remain open until filled.

*Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.*