



Job Title: Development Manager

Reports to: Managing Director

Exempt/Non-exempt: Full Time, Exempt

Compensation: \$60,000 salaried annually; Health & Dental

Work location: Hybrid

Artists Repertory Theatre seeks a focused Development Manager to lead all fundraising efforts for our annual fund. This position will be responsible for executing a comprehensive fundraising strategy that meets goals, expands our donor base, and increases our fundraising capacity.

The Development Manager will provide administrative and project leadership; and support across all areas of fundraising, including individual giving, donor communications, events, and database management. With guidance and support from the Managing Director, this position is responsible for leading most of ART's individual donor fundraising activities including two annual appeals (Dec. and June), a large annual fundraiser (in partnership with the Managing Director and Board), small group cultivation events, and moves management. The annual fund goal for the current fiscal year is \$800,000 and must be met.

This position requires a focused task master who can advance work independently, as well as collaborate with leadership and our board. The job requires strong project management, communication, administration, and relationship-building skills. The ideal candidate is organized, detail-oriented, and enthusiastic about theatre and the performing arts.

Successful fundraising is essential to the operational success of ART and efforts fund the majority of our plays, education, and community programs. It's an exciting time to join Artists Rep as we concurrently are entering the final stages of a capital campaign to finish renovations to our facility - building a shared performing arts center that will be a hub of vibrant activity. Join our team, and help build something wonderful!

PRIMARY DUTIES

Donor Cultivation & Stewardship

- Manage the donor pipeline strategy to systematically advance donor relationships from initial engagement through to continued and/or major giving.
 - Monthly review of lapsed and due donors (assuming most all donors will give annually, at about the same time) to identify cultivation tasks such as setting phone or coffee meetings, sending an email update, and inviting to upcoming events

- While in performance: weekly reviews of the door list to identify who is attending / has attended; determine and execute greeting or follow up tasks
- Manage individual play sponsor engagement and recognition; Identify play sponsor prospects

Gift Processing & Acknowledgement

- Record gifts in the CRM database ([Spektrix](#))
- Acknowledge all gifts promptly via phone, email, and/or letter
 - Write and send acknowledgment letters for gifts received, regularly update acknowledgment templates
 - Coordinate thank-you notes from performers or artistic staff
- Maintain check log; reconcile monthly gifts with Managing Director and Finance Manager

Annual Appeals

Collaborate with the Managing Director and Marketing Manager to develop two significant annual appeals.

- Give!Guide & CYE (Nov/Dec)
 - Collaborate on the theme and copy elements of the [Give!Guide](#) digital fundraising campaign
 - Track fundraising goal progress and advise on strategy shifts throughout the campaign
 - Enter gifts and manage acknowledgements
 - Coordinate incentives, and ensure donors receive them
 - Coordinate copy for the EOY physical mailing piece, and work with the Marketing Manager to meet print and mail deadlines
 - Advise on segmentation, personalization, and pull mailing lists from the CRM
 - Goals: Give!Guide \$35K, Challenge Match \$10K, Letter/other \$25K
- EOFY (May/June)
 - Coordinate copy for the EOFY physical mailing piece, and work with the Marketing Manager to meet print and mail deadlines
 - Advise on segmentation, personalization, and pull mailing lists from the CRM
 - Track fundraising goal progress and advise on strategy shifts throughout the campaign
 - Enter gifts and manage acknowledgements
 - Goal: \$30K+

Reporting and Data Analysis

- Track campaign and appeal progress in the CRM database; produce reports; use data to refine fundraising strategy
- Analyse donor data such as frequency and timing of gifts to inform solicitation strategy
- Contribute to simple annual donor reports showing how their gift made a difference
- Develop annual fundraising plan (summer) and budget (spring) with the Managing Director

Annual Fundraiser

Collaborate with the Managing and Artistic Director, and the Board to plan an annual major fundraiser, including:

- Advise on fundraising mechanisms such as ticket price, event format, raffle, or auction
- Generate and manage an invitation list
- Assist with confirming lead donors and sponsors
- Support event planning and running of the event
- Goal: \$100K+

Fundraising Support

- Coordinate invitations to first-read events (1 per play), assist in staffing the event
- Manage donor invitations for opening nights, and coordinate with Audience Services Manager, assist in staffing the openings
- Coordinate occasional small group cultivation events such as donor happy hours at the theatre (schedule, manage invitations, staff)
- Assist the Managing and Artistic Director with donor follow-up such as recording notes to the donor record, creating pledge forms, providing sponsorship info, etc.
- Manage website updates for donor-specific pages by providing copy, making direct edits, and working with the Marketing Manager – keeping the donation pathway clean and relevant

Collaboration

Artists Rep has a small staff team that values positive collaboration to achieve our work together.

The Development Manager works most closely with the Managing Director - who supervises all fundraising activities and is an active partner in meeting the goals of the development plan. The

two will meet weekly to prioritize and refine tasks, and advance donor cultivation. The Managing and Artistic Directors are the primary people who take donor meetings, handle major gift solicitations, and partner with sponsor stewardship; they also make all check and cash deposits.

The Artistic Director is a key partner in donor stewardship, grant writing, and major gift solicitation. They are a resource for insight into the artistic and production process, and will advise on fundraising strategies.

The Marketing Manager is a close partner, and leads the graphic design, illustration, and story arch of campaigns and season-long patron communications, as well as strategic placement and distribution of all communications and advertising. The Development Manager will work frequently with them on appeals, donor newsletters, and various aspects of patron communication.

The Audience Services Manager leads patron interactions and the box office. They have the most frequent contact with patrons and donors, and are a valuable partner and resource to the Development Manager.

The Finance Manager is our bookkeeper, and works with the Development Manager to keep the check log updated and clean, conduct a monthly reconciliation of the CRM and Quickbooks entries, provide month-end reports as needed, and ensure that donor related accounting tasks are handled.

The Artistic & Producing Associate interacts with patrons in many ways, and is a valuable resource. They also handle venue rentals and community partnerships, as well as lead the PATHWAYS mentorship program.

QUALIFICATIONS

- Strong foundational skills and experience in fundraising; proficient managing annual fund activities for a non-profit
- Self-starter, data and deadline-driven, capable of working independently with solid organizational and time-management skills
- Excellent communication and interpersonal skills, personable
- Strong ability to present information concisely and effectively, both verbally and in writing
- Experience and aptitude with CRM database management (donor records, segmentation and mailing lists, basic reports)
- Works well in a diverse and collaborative environment
- Familiarity with inclusive fundraising practices and curious about innovative

approaches to working with Artists Rep's unique community to meet our goals

Performance measures:

- Meet or exceed campaign and appeal goals
- Efficient donation processing and acknowledgment
- Success in maintaining accuracy of database records.
- Accuracy and completion of fundraising reports and dashboards and cleanliness/reliability of database
- Completing tasks on deadline
- Good communication and collaboration with staff peers

ABOUT ARTISTS REPERTORY THEATRE

ARTISTS REPERTORY THEATRE'S (Artists Rep or ART) mission is to produce intimate, provocative theatre and provide a home for a diverse community of artists and audiences to take creative risks.

Artists Rep (est. 1982) is Portland's oldest professional theatre company and has become a significant presence in American theatre with a legacy of regional, national, and world premieres of provocative new work with the highest standards of stagecraft. In 2016, ART became the 72nd member of the League of Resident Theatres (LORT) and is an Associate Member of the National New Play Network (NNPN). Plays developed by ART have subsequently been produced in New York, Chicago, London, and throughout the country. Recognition for ART developed plays includes the Dramatists Guild Foundation Award, the Edgerton New Play Award, NEA Funding, the Mellon Foundation National Playwright Residency Program, American Theatre Magazine's Most-Produced Plays, and coverage in the New Yorker and the New York Times. In 2021, the Oregon Media Production Association (OMPA) honored Artists Rep with the Creative Innovation Award for the company's pivot to digital mediums in response to the COVID-19 Pandemic. Artists Rep is Portland's premier mid-size regional theatre company and is currently led by Managing Director Aiyana Cunningham and Artistic Director Luan Schooler.

We currently reside and produce in our venue at 1515 SW Morrison St, Portland OR 97205. Our operating budget is \$1.6M and we produce 3 plays each season, as well as rent our venue to other organizations and artists to present their performances. We are midway through a

capital campaign to renovate our building and use a roughly finished section of our building as an interim performance venue and office space.

Learn more: artistsrep.org

The Development Manager will report to the Managing Director, and work closely with the Artistic Director and staff team.

Hours: Monday - Friday; between 9am - 5pm (with some flexibility). Occasional nights and weekends for special events (opening night, donor events, etc.).

Location: This position is hybrid with the flexibility to work from home, with some necessary and required office hours including weekly staff meetings, donor meetings, and administrative tasks.

Benefits:

- Health and Dental (Kaiser) for the employee are covered in full by the employer; dependent coverage available, though the employee is responsible for the full premium.
 - 5 weeks paid time off and 9 paid holidays per year (PTO days do not rollover)
 - 403b retirement savings plan (no match)
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TO APPLY

Please submit a cover letter detailing your experience and interest, and a resume to: workwithus@artistsrep.org

Subject line: Development Manager

Timeline:

- Accepting Applications April 24 - May 22, 2026
- "Get to know you" Zoom screenings June 1 - 5, 2026
- Interviews with final candidates June 8 - 19, 2026
- Target start date: Tuesday, July 7, 2026