

Development & Engagement Director, Willcox Theater and Arts, Inc. Willcox, Arizona

About the Opportunity

Willcox Theater and Arts (WTA) in southeastern Arizona is Northern Cochise County's cultural hub, a complex organization serving the arts and culture needs of our community. With four major pillars (Arts and Culture, Youth Programs, Heritage Center and Community), WTA is fully connected to civic life in our rural community.

Located in the downtown Railroad Avenue Historic District, the Willcox Theater and Arts campus includes three historic buildings housing an Exhibit Space, Heritage Hall, Historic Movie Theater plus a newly completed Center of Arts and Heritage (CAH) with a performance space, Art Studio, Makerspace and Recording Studio. Willcox Theater and Arts impacts the lives of our community members with our wide array of programs throughout the year, and is an integral part of the fabric of this community. As a cultural and community hub, we support and collaborate with many community organizations and drive economic vitality, helping to create a wonderful cultural infrastructure.

The Development & Engagement Director is responsible for WTA's fundraising, managing relationships and seeking out opportunities to strengthen the organization's overall capacity and sustainability. Reporting to the Executive Director, the Development & Engagement Director will work in a team with the Theater Director and Creative Programs Director, with primary responsibility for fund-raising through grants, sponsorships, contributions, events, campaigns, developing new opportunities arising from the CAH, and for engagement with community members, businesses, organizations, schools, artists, donors and other stakeholders to increase and develop WTA's visibility and community role. The Development & Engagement Director is also responsible for providing organizational, logistic and coordination support for events, program initiatives, festivals, exhibits, and special projects.

Qualifications

Experience in management, development and operations.

Effective written and oral communication skills.

Advanced computer proficiency.

Bachelor's degree, experience in a community arts or other non-profit organization and/or supervisory experience a plus.

Ability to satisfactorily pass a criminal background check.

How to Apply

This position is 30-40 hours, on-site at Willcox Theater and Arts, Inc. in Willcox, Arizona.

For best consideration, please submit a resume and cover letter to G.berry@willcoxtheater.com

WILLCOX THEATER and ARTS, INC

WTA is an entertainment and cultural hub for Northern Cochise County. It provides a wide range of films, festivals, community events and summer programs to all residents of the region. Along with outstanding skills and experience, the Development and Engagement Director must bring a passion and vision that builds upon the current quality and range of programs and services being offered.

Position Description – Development and Engagement Director

The position of Development and Engagement Director reports to the Executive Director and is responsible WTA's fundraising, managing relationships and seeking out opportunities to strengthen the organization's overall capacity and sustainability.

GENERAL DUTIES & RESPONSIBILITIES

Engagement

- Increase and develop WTA 's visibility, image, community role and participation levels;
- Develop relationships with area businesses, organizations, schools, art centers and artists designed to grow partnerships and public awareness
- Identify potential donors, building relationships with key stakeholders
- Represent WTA at conferences, community events and meetings, seminars, trainings.
- Manage and expand the volunteer program
- Develop an "Artist Roster" of local talent

Development

- Develop and successfully execute an on-going, yearly plan for development;
- Seek out sponsorships, grants, and contributions to support WTA activities and programs and prepare and submit new grant applications and grant reports.
- Develop and implement fund-raising calendar, *organize fundraising events* to include Red Carpet Shindig, end-of-year campaign, Engineering-Technology Institute and annual business sponsorships
- Develop and expand revenue streams for the Center of Arts and Heritage, define rates and fees, prospect for CAH use, identify creative services opportunities, promote business collaborations and develop advertising for on-screen, program handouts, events and festivals
- Maintain all program area and benchmark statistics as required; obtain audience and participant feedback to evaluate and improve programming

Program Support

- Develop and/or coordinate special projects and/or program initiatives as designated by the Executive Director, such as annual events, development activities, presentations, , etc.
- Coordinate logistics for events, rentals, exhibits and programs
- Coordinate with Marketing to ensure the production and dissemination of materials and campaigns to promote engagement and development activities
- Organize, supervise, evaluate and professionally execute operations of assigned programs, activities, staff and facilities
- Develop and implement evaluation process designed to seek feedback regarding improvements, needs, etc.

WILLCOX THEATER and ARTS, INC

- Ensure Center of Art and Heritage facilities cleanliness, supplies and use readiness, including inventory and storage of materials, supplies and equipment
- Work a flexible schedule to include evening and weekend assignments Perform all other duties as assigned

GENERAL REQUIREMENTS/CONDITIONS

Education and experience equivalent to 3 years in administration, with demonstrated successful experience in administration, development, management and operations. Bachelor's degree a plus and Direct experience in a community-based arts or other non-profit organization a plus.

KNOWLEDGE AND SKILL COMPETENCIES

- Possess a customer-centered orientation and ability to provide outstanding customer service in line with WTA goals and standards
- Communicate effectively with various stakeholders, including community members, funding sources, government officials, and other organizations.
- Ability to work effectively and successfully with diverse stakeholders.
- Possess strong and effective skills in developing positive, on-going relationships with key individuals and organizations associated with the program
- Knowledge and application of effective community outreach techniques designed to communicate, motivate and partner with residents, organizations and businesses in the community
- Ability to manage projects, write interim and final reports, track expenditures and complete all project requirements
- Strong organizational and time management skills
- High level of computer technology proficiency including MS Office and design/publishing SW
- Ability to lift up to 30 lbs., and set up the facility (seating, tables, stage, podium, PA, sound and projection) for varying uses, and to maintain a clean and neat facility.