



Title: Vice President of Development

Reports to: President & CEO

Position Type: Full-Time, Exempt

Position Announcement:

The Orpheum Theatre Group, a Memphis, Tennessee non-profit performing arts organization, is seeking a Vice-President of Development. The anticipated start date will be late August of 2018. The Orpheum Theatre Group is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The mission of the Orpheum Theatre Group is to enhance the communities we serve by utilizing the performing arts to entertain, educate and enlighten while preserving the historic Orpheum Theatre and the Halloran Centre for the Performing Arts & Education.

Position Summary:

The Vice President of Development is responsible for all fundraising activities of the organization and diversifying the organization's funder base. With a staff of four FT employees reporting to the Vice-President, the department currently raises a little over \$2M each year. The new VP is expected to increase that amount as programs, especially in the area of arts education, expand.

Development efforts under the VP currently include annual appeals, program sponsorship, fundraising events, capital support, foundation support, corporate relations, seat licensing and suite sales, community partnerships, club memberships and program advertising sales.

Duties include but are not limited to:

- Reporting to the President & CEO, collaborate with him to develop and implement Orpheum Theatre Group's fundraising strategy
- Be a visible presence in the Memphis community, participating in community activities
- Build relationships and cultivate donors by dining, welcoming guests at performances and hosting donors at events
- Solicit donations directly and in partnership with President and fellow Vice Presidents of the Orpheum
- Support and partner with the Board members on all major fundraising initiatives
- Oversee the research of funding sources and trends, with foresight, to help position the Orpheum ahead of major funding changes or trends
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Monitor and report regularly on the progress of the development program to the President & CEO and Board members
- Serve as the staff liaison with the Board Development Committee
- Identify, develop, lead and mentor the development team

Preferred qualifications:

- Bachelor's Degree required, Master's Degree preferred
- 10 years' experience in fundraising and a demonstrable track record of success in the field and have demonstrated exemplary staff management and Board relations

Competencies:

The position requires the ability to develop and implement a strategic development plan. The ideal candidate will include a desire to work in a collaborative environment, an aggressive yet nuanced approach to fundraising, a love of the performing arts, arts education and historic preservation, the willingness to work evenings and weekends as required, an outgoing and engaging personality, ethical leadership and stellar character. Excellent written and verbal communications, strong relationship building skills, strong working knowledge of Development best practices, willing to travel up to three times per year.

Environmental Conditions and Physical Demands:

Employee required to spend 50% of time remaining in a seated position looking at a computer screen. 50% of time will be working events/running programs in a hands-on and energetic capacity. The employee will be required to stand, walk and lift up to 50 lbs. Employee will be in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

To apply:

Please send a cover letter and resume to afinck@cushioncorp.com.