

# ANTAEUS

Theatre Company

## Director of Development

### BACKGROUND

Antaeus Theatre Company is an actor-driven theater company that explores and produces timely and timeless works, grounded in our passion for the Classics. We illuminate diverse human experiences through performance, training and outreach. We believe in the transformative power of live theater.

Antaeus is located at the Kiki & David Gindler Performing Arts Center in Downtown Glendale, CA. The center includes an 80-seat theater, a reconfigurable 36-seat black box space, and a theater library. Antaeus is currently in the final year of implementing a three-year strategic plan to build out its infrastructure and create long-term financial sustainability.

### CURRENT ENVIRONMENT

In March 2020, in response to COVID-19, Antaeus closed its building and subsequently postponed all in-person activities. We have shifted some programming online during this time and also produced a new audio play series, *The Zip Code Plays: Los Angeles*. The current staff of eight is working remotely, but is in the process of transitioning to a hybrid schedule with some office days required. Antaeus has also announced the return to in-person programming in late February 2022.

### POSITION SUMMARY

The **Director of Development** (DOD) holds a leadership position at Antaeus. The successful candidate will enthusiastically embrace the theater's work, and convey it in their interactions with the community. The DOD creates and implements a fundraising plan to achieve annual fundraising goals, with a current fiscal year goal of \$1.1 million. They oversee individual giving, major gifts, institutional funding, planned giving, and special events. The position reports to and collaborates extensively with the Producing Executive Director, Ana Rose O'Halloran, and interacts with members of the Board and theater staff, and supervises the Donor Engagement Coordinator, to execute a strategic fundraising program.

### RESPONSIBILITIES:

- Establish annual fundraising goals; implement a strategic and comprehensive development plan to support the short- and long-term operating needs of the theater; lead fundraising in all areas including individual, foundation, corporate, and government sources; track and analyze progress towards fundraising goals.
- Oversee the strategy, cultivation, and stewardship of all individual donors; maintain a personal portfolio of 125+ individual donors and prospects contributing

\$1,000-\$50,000/year; design and implement cultivation and stewardship events to develop, attract, and retain donors.

- Oversee the Donor Engagement Coordinator to create and execute donor communications, annual fund campaigns, and special events; continuously assess processes and results; oversee solicitation materials and donor acknowledgements.
- Research and personally write large or significant grant applications; oversee grant administration and reporting; develop grant budgets; monitor funds expended for restricted grants; ensure compliance with all grant requirements and deliverables.
- Develop innovative strategies to identify and cultivate corporate sponsorships.
- Motivate and strengthen the Board in its development role; expand and manage the Board's involvement in fundraising activities; staff the Development Committee for the Board of Directors; present quarterly reports on fundraising progress to the Producing Executive Director and Board.
- Represent the organization in the community at events, with other organizations, and individuals; develops and maintains relationships with community decision makers and donor organizations.

**Qualifications:**

- At least five years of professional fundraising experience, preferably in the arts.
- Demonstrated ability to close five-figure and six-figure gifts, and ideally should be experienced with special campaigns and planned giving.
- Appreciates and is enthusiastic about theater and the important role that cultural organizations play in the life of a vibrant community. Must be able to balance the many challenges inherent in working in a growing, fast-paced intimate theater environment.
- Experience preparing and overseeing budgets.
- A clear and demonstrable commitment to anti-racism and setting tangible goals around EDI values.
- A true collaborator who possesses the ability to work in a team environment. Confident, personable, and positive individual with exceptional interpersonal and communication skills, including strong presentation skills.
- Technical Knowledge – must be proficient in Microsoft Word, Excel, and comfortable using CRM software.
- Must have a valid driver's license and reliable vehicle.

*This is a full-time, exempt position. Starting pay for this position will be \$75,000+ and commensurate with experience. Benefits include: medical insurance, paid vacation, holidays, and sick leave. All employees at Antaeus Theatre Company undertake other duties as needed and all positions require flexible work hours, including evening and weekends.*

*One of Antaeus's [guiding values](#) is Inclusivity: We are committed to creating a welcoming environment and deeper inclusion within our company. Antaeus strives for diversity through Company membership, Board membership, staff, inclusive casting, choice of artistic material, and through our community engagement. We are a space where all voices are heard. To*

*support our hiring goal of identifying a highly qualified and diverse pool of candidates, we strongly encourage applicants from communities that are underrepresented in the American Theatre to apply.*

*For more information about Antaeus's mission, programs, and activities, please visit our website at [www.antaeus.org](http://www.antaeus.org).*

**To apply, please send your cover letter with demonstrable accomplishments and resume to [anarose@antaeus.org](mailto:anarose@antaeus.org) with the subject "Director of Development". Applications will be reviewed on a rolling basis until the position is filled.**