**CHARLESTON STAGE • DIRECTOR OF DEVELOPMENT OPENING**

Position Type: Full-time  
Reporting: Julian Wiles, Founder and Producing Artistic Director  
Direct Reports: TBD  
Location: Charleston, SC 

**CHARLESTON STAGE**

Charleston Stage, now in its 41st Season in residence at the Historic Dock Street Theatre, is South Carolina’s largest resident professional theatre company. Producing 10 full-scale productions each season and education program that reaches over 20,000 youth annually, Charleston Stage is one of South Carolina’s leading arts institutions. The company has operates with a staff of 25 and budget of $2.7 million dollars

**POSITION SUMMARY**  
The Director of Development, working closely with the Founder and Producing Artistic Director, The Donor Relations Manager and fulltime development assistant and oversees major giving, events, and serves as the key liaison to the Board of Directors.

Duties include:

* Developing, overseeing and implementing an annual fundraising plan and developing long -range strategies to support Charleston Stage’s expanding artistic horizons.
* Working closely with the Board of Directors to enhance their engagement and understanding of the company’s fundraising needs and strategies. Developing board events to introduce them to the company’s operations in order to enhance their commitment to the company’s mission. Regular report of the Board on Development strategies, progress and challenges.
* To enhance the engagement of existing and long-term major donors.
* To create and engage new major donor prospects, introducing them to the production and education programming of Charleston Stage, offering opportunities for them to financially support the work of the company.
* To oversee and enhance fundraising events including Charleston Stage’s annual gala, Director’s Circle Opening Night Receptions and explore other fundraising event opportunities.
* Working closely with the Donor Relations Manager, Development Assistant and Director of Finance to ensure all financial record keeping is accurate.
* Working with the Director of Marketing on show playbills, print and enewsletters and other development related marketing materials.
* Other pertinent and appropriate duties as assigned

**QUALIFICATIONS**

**Required**  
• Bachelor’s degree from an accredited institution of higher education   
• Five (5 years) of experience in nonprofit fundraising in a management position.

• A proven track record and thorough knowledge of fundraising principles including annual campaigns, online giving, planned giving, grant writing and event sponsorship.  
• Experience in supervising other development staff  
• Strong writing, communication and interpersonal skills

• Experience with Patron Manager (Salesforce) or comparable database   
• Proficiency in organizing and prioritizing tasks in a fast-paced development environment

• High level of proficiency with Microsoft Word and Excel  
• Some evening and weekend work is required   
  
**Preferred:**  
• Development experience working in a non-profit theatre setting

• Knowledge and interest in theatre production

• Experience with InDesign layout software

• Experience with preparing and sending Mailchimp eblasts  
  
  
**APPLICATION INSTRUCTIONS**  
To apply, please email a cover letter and resume to: [developmentsearch@charlestonstage.com](mailto:developmentsearch@charlestonstage.com)