**Development Manager:**

Magic Theatre seeks a dynamic Development Manager to lead its comprehensive individual fundraising efforts. The Development Manager will work closely under new Artistic Director Sean San José and Managing Director Kevin Nelson to establish new strategic ways to cultivate donor relationships and engagement opportunities. Magic is looking for someone creatively minded and forward thinking, with ideas around the evolution of donor relationships and the ability to execute these ideas while also meeting fundraising goals.

The Development Manager will devise and lead the drive and vision to increase individual philanthropic support for the theatre. The Development Manager will also be a key player in Magic’s capital campaign for a new community and theatrical space in the Tenderloin and will be integral in the development and execution of fundraising strategies that are consistent with Magic’s values and mission.

**ABOUT MAGIC THEATRE**

Now in its 54th year of continuous operation, San Francisco’s Magic Theatre is dedicated to creative risk. We produce bold, entertaining, and ideologically robust new plays that ask substantive questions about, and reflect the rich diversity of, the world in which we live. Magic believes that demonstrating faith in a playwright’s vision by providing a safe yet rigorous artistic home where a full body of work can be imagined, developed, and produced, allows writers to thrive. By cultivating the dramatic canon’s vanguard voices and expanding access to new theater-goers, we ensure the future vibrancy of the American theatre.

**KEY RESPONSIBILITIES**

**Build and grow Magic’s community and donor base.**

- Lead the solicitation, cultivation, and stewardship of donors and prospects. Develop personal relationships with patrons, donors, and board members.
- Create/manage donor relationships, including solicitation materials, acknowledgment letters, event invitations, and donor check-in correspondence.
- Plan donor-specific events and recognition activities.
- Maintain a donor database with information about annual campaign giving, subscription donations, and board trustee contributions.
- Work with leadership to identify and track potential giving prospects and develop and manage solicitation strategies for each individual.
- Design and implement annual fundraising campaigns as well as special campaigns to meet revenue goals.
- Create collateral for annual giving and individual cultivation.
● Lead development volunteers to achieve successful development goals.
● Along with leadership and the board of trustees, create and execute a successful annual fundraising Gala event.
● Along with the Managing Director and Artistic Director, create and execute successful fundraising events throughout the production year.
● Along with the board of directors, and leadership staff, assist in coordinating and carrying out a capital campaign.
● Demonstrate a creative nature and ability to pivot to new strategies when necessary.
● Develop report formats that will be used to inform stakeholders of progress in fundraising goals.
● Ability to create a consistent look and feel of development collateral and materials.

About our Magic Lab Capital Campaign:
Magic is currently designing and building out a new, second space within the Tenderloin neighborhood. This “lab” space will be a hub for Magic’s community and education programs as well as a space for other community and arts organizations, and will provide an opportunity for Magic productions to reach a wider audience.

Qualifications
The Development Manager should have a deep love of and passion for the arts, new plays, and a knowledge of the art and science of Development. They should be a team-player, able to work collaboratively with Magic staff, trustees and artists, flexible enough to change course and/or priorities when necessary, with demonstrated experience in fundraising. An interest and willingness to engage in and build emergent, inclusive and transparent practices and processes within the organization is a must.

Preferred requirements:
● Development experience; especially in regards to annual giving campaigns and mid to large-scale events.
● Interest in creating new, inclusive ways for establishing successful giving habits and patterns.
● Experience with Salesforce (PatronManager), Mobilecause, Microsoft Office, and Google Suite is a plus.
● Commitment to Magic’s playwright-centric mission and dedication to new work.
● Ability to meet deadlines, and demonstrate flexibility in shifting demands and priorities.
- Ability to prioritize tasks and to coordinate projects and deadlines effectively with attention to detail and accuracy.
- Ability to identify and respond to issues and opportunities in a timely manner.
- Desire to cultivate strong relationships with colleagues within the organization and arts ecosystem, build and maintain outstanding relationships with patrons, donors, board trustees, volunteers, community members and artists.
- Analytical verbal and written skills. Ability to create powerful, compelling written and oral communications for fundraising, convey complex ideas through brief, simple materials, and present materials effectively to external audiences.
- Some evening and weekend availability will be required.
- Magic Theatre is committed to advancing equity in our organization and in our field. Queer, Trans, Non-Gender Conforming, Black, Indigenous and People of Color are encouraged to apply.

**SALARY $60,000-65,000 per year**

**TO APPLY**
Send a cover letter, resume (or CV or list of accomplishments) and two references to jobs@magictheatre.org. Please feel free to include a one page writing or work sample if desired (links to existing work or media are OK, please no large attachments).

*Equal Opportunity Employer: It is the policy of Magic Theatre to provide employment opportunities without regard to race, color, religion, creed, national origin, citizenship status, age, marital status, disability, sexual orientation, gender, and to maintain an environment free of harassment or retaliation as required by law.*