



Development Manager

Have you heard? The Fox Tucson Theatre is expanding and [the future is right around the corner!](#) As part of this growth, they are adding a **Development Manager** to their team!

The Development Manager is responsible for working collaboratively with the Executive Director and Director of External Relations to secure funds in support of our mission through philanthropic gifts, sponsorships, and grants. This position is responsible for implementing annual fund activities, carrying a portfolio of donors and sponsors, and overseeing management of constituent data. The person in this role is expected to conduct activities in alignment with mission, vision, and values, while meeting established goals. The Development Manager is a forward-facing representative of the Fox brand in person and in writing who is responsible for building relationships with stakeholders that move the goals of the organization forward.

This is an incredible time to join and have an impact on “The Crown Jewel” and cultural center of Tucson, right at the start of a project that will have economic and cultural impact for generations to come!

Apply [on Indeed](#) now!

What you will do:

- Implement department annual fund strategy focused on entry through mid-level donor cultivation and retention
- Cultivate, steward, secure gifts from, and build ongoing relationships with a portfolio of mid-level donors
- Manage implementation of the sponsorship program, including agreement preparation, documentation, execution and delivery of sponsor benefits
- Research prospective grant funders, write and submit grant applications in collaboration with team members, and ensure grant stewardship and reporting
- Assist in the implementation of department’s direct mail strategies
- Provide copy writing support for cross-channel fundraising activities
- Participate in and support fundraising and community relations events as assigned
- Assist with capital campaign initiatives as assigned
- Establish and maintain systems and processes for tracking donor interactions
- Manage donor data system and ensure data integrity
- Produce accurate reports and provide analysis of fundraising data

QUALIFICATIONS

- Experience in fundraising with responsibility for implementing revenue generating initiatives independently
- Experience in identifying, cultivating, and soliciting prospects including individuals and corporations
- A record of measurable results in implementing such activities
- Experience related to CRM software, including management, reporting, and data analysis
- Excellent writing and editing skills
- Ability to maintain a positive attitude and calm demeanor in a fast paced, high-volume environment
- Ability to work independently and as part of a team, with a friendly, proactive, and problem-solving approach to work
- Proficient in MS Office Suite and digital tools, with ability to learn new programs as needed
- Ability to exercise confidentiality and discretionary judgment
- Exceptional interpersonal skills in written and spoken communication formats, and professional appearance and demeanor
- Work cooperatively with a diverse group of people and a wide range of personalities and skill levels
- Full-time hours required. Weekends and evening hours as necessary.

Who you are:

Top candidates will be experienced fundraising generalists with strong donor relations, database management, and communications skills.

- Minimum 3 years' experience in nonprofit fundraising
- Bachelor's degree or equivalent in closely related field, or equivalent experience
- Ability to thrive in a mission-driven environment with strong values and culture; passionately committed to Fox's mission, vision, and strategic direction
- Preferred: experience working in performing arts settings

Salary: \$52,700 - \$59,700 annually

Location: Tucson, AZ

Fox Tucson Theatre Foundation's Mission Statement:

We make memories. We make connections. We make Tucson proud.

MISSION

We enliven Tucson, fostering community growth and connections by shaping exceptional, live arts experiences in a celebrated setting.

VISION

Our vision is to serve as a leader and collaborative partner in a thriving Tucson cultural landscape. Central to our purpose is the ongoing enjoyment and continued vitality of a cherished and historically significant venue. Our success rests in how the theatre and its programs embody and facilitate a positive sense of place and connectedness, holding cherished memories and creating transformational new arts experiences for Tucsonans of all ages and backgrounds.

VALUES

Togetherness & Community · Growth · Partnership · Respect & Inclusion · Quality & Craftsmanship · Sustainable Legacy

Fox Tucson Theatre's commitment to Diversity, Equity, Inclusion, and Access

The Fox Theater Tucson is an equal opportunity employer and is committed to fostering an environment that is inclusive and welcoming for board and staff members with different backgrounds, identities, and lived experiences. Their culture embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences.