

## **Director of Development – Kitchen Theatre Company**

Kitchen Theatre Company, a professional Equity theater with a 99-seat LEED-certified building in Ithaca, NY, seeks a Director of Development to lead the organization's fund raising, donor solicitation and stewardship activities.

Director of Development is responsible for developing and implementing the plan for Kitchen Theatre Company's Annual Fund, fall and spring fund raising events and stewardship and solicitation of current and new donors and business partners. Director of Development will work with the Artistic Director, Managing Director, Associate Producer, and the Development Committee of the Board of Directors to determine the focus of the year's fundraising.

The Director of Development will have daily office hours and additional hours required to meet with donors and business representatives. There will be some evening events and performances the Director of Development will attend.

KTC is an equal opportunity employer and encourages applications from candidates committed to valuing and enhancing diversity.

### **Qualifications**

- Professional education and experience in the field of development
- Bachelor's degree or its equivalent
- Highly organized
- Personable and enjoys working in a team setting
- Excellent oral and written communication skills
- Computer literate

Send cover letter, resume, and list of three references to: Managing Director Stephen Nunley, [Stephen@kitchentheatre.org](mailto:Stephen@kitchentheatre.org). Application deadline: March 15, 2017.