



## JOB DESCRIPTION | Development Communications Manager

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**REPORTS TO:** Associate Vice President of Development

**FLSA:** Full-Time, Exempt

**Salary range:** \$70,000 to \$80,000

### JOB SUMMARY

The McCallum Theatre is seeking a talented, highly motivated and experienced Development Communications Manager to write, edit and produce clear and engaging communications to advance the fundraising goals of the McCallum Theatre. This position is in the Development Department and works closely with the Marketing Department.

### ESSENTIAL RESPONSIBILITIES

- **Develop and Write Grant Proposals and Reports:** Collaborate with staff involved in program and mission-based initiatives, particularly in the Education Department, to gather information related to program objectives, outcomes, deliverables, implementation methods, timetable, staffing, performance standards, and evaluation metrics. Draft original, persuasive grant proposals and reports tailored to private and family foundations, government entities, corporations, and organizations.
- **Budget Collaboration:** Collaborate with the Education and Finance Departments to understand, compile, and format project budgets within grant proposals.
- **Prepare Speeches:** Draft comments for Volunteer and Staff Leadership to prepare them for speaking at Development Events, including Star Unveilings, the Annual Gala, the Muse Annual Fundraiser, cultivation and solicitation events.
- **Write and Execute Program Pages:** Solicit content, write and collect photos for the Development Pages of the published Theatre Program, which is distributed to audience members. Make graphic layout recommendations when appropriate.
- **Design, Write and Create Shutterfly Publications:** Create books through Shutterfly that are used to commemorate donor events (such as Star Unveilings) so that they can be given to donors. Support the Director of Major Gifts and Sponsorships in creating Show Sponsor Books.
- **Draft Donor Correspondence:** Create original copy for donor solicitation, renewal, and acknowledgement letters.

- **Write Muse News:** Solicit content, write, design, and execute the Muse News e-newsletter six-times per year. The Muses is the Theatre's women's volunteer auxiliary group, comprised of more than 400 ladies who actively support the Theatre through giving, fundraising, and volunteerism.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree or equivalent work experience
- A minimum of three years of demonstrably successful writing experience in a non-profit setting
- Maintain a positive attitude, operate with a team spirit, and exemplify professionalism
- Ability to concentrate in a dynamic environment with numerous interruptions and to prioritize tasks effectively to meet deadlines
- Skilled in interacting with staff, administrators, and high-level external constituents while remaining flexible, proactive, resourceful, and efficient.
- Proficiency in Microsoft Office 365 and donor database software
- Strong skills in prioritizing work plans and working independently to meet deadline
- Organized, independent thinker, and self-starter

## **PREFERRED QUALIFICATIONS**

- Proficiency in PowerPoint and the Adobe Creative Suite (InDesign, Photoshop & Illustrator)
- Experience with Tessitura and Prospect2

### **Work Authorization/Security Clearance**

Proof of eligibility to work in the United States.

Criminal, Civil background check will be performed.

An equal opportunity employer/Drug Free Workplace

## **PHYSICAL REQUIRMENTS**

### **Work Environment**

This job operates in a professional, non-profit performing arts theatre. This role operates within the theatre as well as the exterior grounds of the facility.

### **AAP/EEO Statement**

CDMOD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms

and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **ABOUT THE MCCALLUM THEATRE**

Located in Palm Desert California, the McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of the community through a diverse program of world-class entertainment, arts education, and community engagement. Our mission is to provide a world-class platform for artists while enhancing the cultural experience for our patrons and supporting our local community. To learn more visit [www.McCallumTheatre.org](http://www.McCallumTheatre.org).

### **TO APPLY:**

Please send the following to Tom Head, Associate Vice President – Development at [thead@mccallum-theatre.org](mailto:thead@mccallum-theatre.org). No phone calls, please.

1. Cover letter sharing why you are passionate about this employment opportunity.
2. Current resume.