

## **JOB DESCRIPTION | DIRECTOR - SPONSORSHIPS**

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**REPORTS TO:** Vice President - Development

**FLSA:** Full Time, Exempt (including weekends and evenings)

**SALARY:** \$90,000 (annually)

**LOCATION:** Palm Desert, CA (on-site)

### **JOB SUMMARY**

The Director of Sponsorships is a Frontline Fundraiser responsible for generating revenue by securing sponsorships and donations to underwrite performances at McCallum Theatre.

### **ESSENTIAL RESPONSIBILITIES**

- **Portfolio Management**
  - Manage an assigned portfolio of prospects and donors, actively soliciting sponsorships, major gifts, membership donations, contributions for event fundraising and any other priority needs.
- **Sponsorship Strategy and Development**
  - Develop and implement a comprehensive strategy to achieve annual sponsorship fundraising goals.
  - Build and maintain relationships with donors, identifying and cultivating new prospects as well as stewarding existing donors.
  - Develop and monitor the Sponsorship budget, ensuring financial goals are met and expenses are managed effectively.
- **Sponsorship Benefits**
  - Oversee and execute the delivery of Sponsorship benefits, including premium seating, pre- and post-Founders Room activities, valet parking, artist meet-and-greets, photography, memory books and recognition.
  - Identify and implement additional creative ways to make Sponsorship donors feel appreciated.
- **Sponsorship Solicitation Event**
  - Calendar and design annual Sponsorship Solicitation Event.
  - Draft and oversee the timely creation and printing of the Sponsorship Brochure, making sure that it is available for distribution at the event.
  - Identify past donors and new qualified prospects to invite to ensure maximum financial success.
  - Work with the Manager - Events to ensure that the event is smoothly executed.
  - Follow-up with Frontline Fundraisers on their prospects to close gifts.
- **Leadership and Staff Development**
  - Serve as a key member of the Development Department's leadership team, contributing to strategic planning and decision-making processes.

## **SECONDARY RESPONSIBILITIES**

- Regularly staffs the Founders Room, during intermission and prior to McCallum performances.
- Leads the staffing of post-show sponsorship parties to ensure that the appropriate staff are present.
- Works the Annual Gala and the Muse Annual Fundraiser.
- Deeply understands and effectively articulates the McCallum's mission and education and community programs.
- Assists in closing gifts in all giving areas and supporting the fellow Frontline Fundraisers.
- Takes initiative and acts as an enthusiastic leader of the Development Department.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree or proven equivalent experience.
- 8+ years of relevant experience in a lead role in a Non-Profit setting, preferably in Fundraising or Donor Relations
- Proven experience in Customer Service, Donor Relations, CRM Database use, Sales, Management of Direct Reports and Creating and growing Giving Programs.
- Proven experience in leadership roles or team management.
- Proficiency in Microsoft Office Suite
- Knowledge of Fundraising or Performing Arts CRM Databases (preferably Tessitura)
- Valid driver's license.
- AFP or other Professional Fundraiser Certification or Fundraising or Donor Relations Course Completion (preferred – not required)
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to work independently and in a team environment.
- Ability to support, encourage, and motivate team members
- Attention to detail and accuracy.

## **WORK AUTHORIZATION/SECURITY CLEARANCE**

Proof of eligibility to work in the United States

Criminal and civil background check will be performed

An equal opportunity employer/Drug Free Workplace

## **AAP/EEO Statement**

McCallum Theatre 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.

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## PHYSICAL REQUIREMENTS

### 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.

### Physical Demands

#### Physical Requirements:

<b>N</b> = Never/Rarely	<b>O</b> = Occasionally (up to 3 hours)
<b>F</b> = Frequently (3-6 hours)	<b>C</b> = Constantly (6-8 + hours)

Physical Demands	N	O	F	C	Comments (specify left or right when necessary)
Sitting				X	
Walking		X			
Standing		X			
Climbing/Balancing	X				
Bending		X			
Twisting		X			
Kneeling		X			
Squatting		X			
Crawling	X				
Push/Pull		X			
Reaching		X			
Gripping		X			
Grasping		X			
Repetitive Motion			X		Using fingers for typing and use of mouse.
Pinching/Fine Manipulation	X				
Neck rotation/extension		X			
Foot use	X				
Visual acuity				X	Use of computer screen.
<b>Lift/Carry</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Up to 10 lbs.		X			
11-25 lbs.	X				
26 to 50 lbs.	X				
51 to 75 lbs.	X				
75 lbs. to 100 lbs.	X				
Over 100 lbs.	X				

<b>Additional Physical Requirements</b>	<b>Y</b>	<b>N</b>	<b>Comments</b>
Uneven Ground		X	
Driving	X		<b>Occasionally drive to and from special events.</b>
Heavy Equipment/ Machinery		X	
Excessive Noise		X	
Extreme Temperatures/ Weather		X	
Exposure to Dust, Gas, Fumes, or Chemicals		X	
Foot controls/ Repetitive Foot Movement		X	
Working at Heights		X	
Use of Visual or Auditory Protective Equipment		X	

### **Physical Demands Requirements** Definitions

**Physical Demands:** Specific physical activities required to perform a job as defined in the position description (job description).

**Essential Functions:** Fundamental job duties of the position as defined by the Americans with Disabilities Act (ADA)

#### **Specific Physical Demands**

<b>Sitting:</b>	Remaining in a seated position in office chair on carpet.
<b>Standing:</b>	Remaining on one's feet in an upright position at workstation without moving about. This can be carpeted or tile surfaces.
<b>Walking:</b>	Moving about on one's feet on carpeted surfaces or tile floor.
<b>Climbing:</b>	Ascending or descending carpeted stairs using feet and legs and hands and arms.
<b>Balancing:</b>	Maintaining body equilibrium to prevent falling on carpet or tile floor.
<b>Stooping:</b>	Bending downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.
<b>Twisting:</b>	Includes lateral rotation of the trunk and spine.
<b>Kneeling:</b>	Bending legs at knees to come to rest on knee or knees
<b>Squatting:</b>	Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.

<b>Crawling:</b>	Moving about on hands and knees or hands and feet on carpet.
<b>Push/Pull:</b>	Exerting force upon an object so that the object moves away or toward the force (includes slapping, striking, kicking, jerking).
<b>Reaching:</b>	Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward, or lateral.
<b>Gripping:</b>	Seizing, holding, grasping, turning, or otherwise working with hands. Fingers involved only to extent that they are an extension of hand, includes dimple or forceful grasping.
<b>Pinching:</b>	Picking, pinching, or otherwise working primarily with fingers rather than the whole hand.
<b>Keyboard:</b>	Repetitive finger motion to press keys.
<b>Neck Rotation/</b>	
<b>Extension:</b>	Forward flexion, extension or lateral rotation of the head and neck.
<b>Foot Use:</b>	Repetitive or prolonged movement of the foot and ankle.
<b>Visual Acuity:</b>	Near - Visual acuity with clarity at 20 inches or less Far - Visual acuity with clarity at 20 feet or more
<b>Lifting:</b>	Raising or lowering an object from one level to another-includes upward pulling.
<b>Carrying:</b>	Transporting an object, usually holding in the hands/arms or on shoulders.
<b>Noise:</b>	Exposure to noise levels greater than 90 dba per eight (8) hour workday) as per OSHA requirements.

### **AAP/EEO STATEMENT**

McCallum Theatre 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**

McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of our community through a diverse program of world-class entertainment, 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 submit a resume and brief cover letter to Human Resources at [hr@mccallum-theatre.org](mailto:hr@mccallum-theatre.org) with the subject line: Director – Sponsorships – [Your Name].