

# EMELIN THEATRE

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\* Founder

## DIRECTOR OF DEVELOPMENT

The Emelin Theatre for the Performing Arts is a 267-seat non-profit performing arts venue located in Mamaroneck, NY. Founded in 1972, the Emelin is celebrating its 50th Anniversary season. We present approximately 125 performances annually including emerging and established artists in all genres of music, comedy, dance, family theatre, and independent film.

Voted 2022 “Best Professional Theatre of Westchester” and 2023 “Best of Westchester for Family Theatre,” the Emelin is proud to serve the needs of diverse audiences by offering rich cultural opportunities that inspire, entertain, and educate. As one of the few professional performing arts venues in the Sound Shore area of Westchester County, the Emelin holds an important and cherished position in the community, providing a strong foundation for continued fundraising efforts. The Emelin raises approximately 50% of its \$1.6M annual budget from contributed income.

The Emelin seeks an experienced, full-time Director of Development to strengthen existing relationships with donors while developing new opportunities for future giving.

This position will report to the Executive Director and will require collaboration with Board leadership.

### FULL TIME

**Pay Range & Benefits:** \$55,000-70,000 per year or commensurate with experience.

This position requires some evening and weekend work and offers health insurance for the employee.

**To Apply** please send cover letter and resume to: [info@emelin.org](mailto:info@emelin.org) and put DEVELOPMENT DIRECTOR in the subject line.

### Key Responsibilities

- In collaboration with the Executive Director, Board of Directors and the Emelin staff, develop and execute an annual fundraising plan, including proposals, grants and initiatives focused on existing donors and members, new donors and members, corporations, public and private foundations, and governmental sources.
- Research, manage and prepare all foundation, corporate and government grant proposals and manage ongoing grant administration and reporting.

**Emelin Theatre**  
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T: 914.698.3045  
E: [info@emelin.org](mailto:info@emelin.org)  
W: [emelin.org](http://emelin.org)

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DEVELOPMENT DIRECTOR, EMELIN THEATRE, CONT.

- Manage acknowledgement process for donors and grant makers in a timely way that inspires donors to feel valued and important to the Emelin.
- With the Marketing Team, plan and manage special campaign mailings and appeals.
- Plan and coordinate the Annual Gala in collaboration with the Executive Director and Board of Directors and staff. Work with the Executive Director and Board to develop opportunities for smaller special fundraising events.
- Serve as a visible, articulate spokesperson for the theatre and cultivate relationships in the community-at-large.
- Manage and supervise part-time staff.

**Qualifications**

- 3 to 5 years demonstrated track record in arts fundraising and event planning/management.
- Skilled in the cultivation, solicitation, and stewardship of individual, corporation, foundation, and government donors.
- Ability to manage the department's financial reports and budget; monitor budget and control expenditures.
- Knowledge of donor management software and expertise with Microsoft Office suite; digital and social media experience is a plus.
- Possess excellent verbal and written communication, administration, and organizational skills.
- Shows initiative and energy and enjoys working in a creative, collaborative environment.
- Ability to work independently and in a team environment with a flexible schedule that includes some evenings and weekends.

The Emelin is committed to creating a diverse and inclusive environment and encourages all qualified applicants to apply.