

**Job Description****Tricycle Theatre for Youth - Director of Development**

Available Summer/Fall 2022

Position: Director of Development

Reports to: Executive Director

Tricycle Theatre for Youth (Trike) was established in 2007 and has been serving more than 30,000 children and their families annually across Northwest Arkansas and beyond with productions, year-round theatre instruction, teacher professional development and programs in schools. The mission of Trike Theatre is to Cultivate Creativity, Build Character, and Strengthen Community through its vision of transforming the lives of young people through exceptional theatre experiences.

Under the direction of Maestro Steven Byess, the Arkansas Philharmonic Orchestra (APO) performs large masterworks and pops concerts with a contemporary twist. We collaborate with regional and global organizations to present art in unexpected ways — often to unexpected audiences. Claiming its name in 2010, the APO has been around since 2008, and features largely local professional musicians, world-class guest soloists and — a point of pride — musical education opportunities for local youth.

Description of Position

The Director of Development is primarily responsible for refining and implementing the development strategy for Tricycle Theatre for Youth (Trike). Secondary responsibility is to consult for the Arkansas Philharmonic Orchestra (APO). This will happen, with the guidance of the Trike Theatre Executive Director.

Core Job Duties:

- Create, implement, and lead annual development plan and strategy
- Train and lead other staff and volunteers to support fundraising efforts
- Manage donor relations



- Identifying, researching, and cultivating current and prospective donors at all levels, including corporations and foundations as well as individuals
- Be the lead writer for grants and reports to funders, and manage the staff members assigned to work on grants
- Consult and help with APO fundraising
- Take a leadership role in creating the Performing Arts Cooperative (PAC), that will initially focus on increasing outreach impact for both Trike and APO.
- Cultivate a culture of belonging and I-DARE values (Inclusivity, diversity, anti-racism and equity)
- Attend Board Meetings as requested

Education

Bachelor's degree and prior development experience. Understanding of the non-profit education/arts sector is a plus.

Qualification/Requirements

- Clear management and leadership capabilities
- High energy, positive, self-directed, flexible, great team worker, attention to detail and a high degree of initiative.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Ability to act as a trusted partner to colleagues while demonstrating expertise and integrity
- Helpful, a team player who shows respect while collaborating with others
- Results oriented and exercises sound judgment in the work
- A lifelong learner, who is inquisitive and solves problems with bold thinking and innovation
- A visionary who plans for the future with imagination and wisdom

**Compensation**

Compensation will be commensurate with experience and competitive with similar positions at theaters throughout the country of similar budget sizes. Benefits: medical, vision and dental insurance and paid time off. Salary Range: \$50,000 - \$60,000

Affirmative /Equal Employment Opportunity Action Statement

Tricycle Theatre for Youth provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Trike Theatre complies with applicable Federal, State and Local laws governing nondiscrimination in employment. This Policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, facilities, social/recreational programs, compensation and training.

Tricycle Theatre for Youth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, genetic information, marital status or veteran status. Improper interference with the ability of the organization's employees to perform their expected job duties is not tolerated.

To Apply

Applicants for this position should apply online at <https://triketheatre.org/careers> or send a resume and cover letter to: paul@triketheatre.org