



Music Theatre Wichita Development Manager

Job Summary

The Development Manager leads strategy and implementation for corporate and event fundraising campaigns, and assists with other fundraising efforts, working closely with the Development Director, Managing Director, Artistic Director, Board of Directors, and staff. Responsibilities include developing professional relationships with sponsors, grantmakers, in-kind donors, and other constituencies that support MTWichita; planning, stewarding, and asking for corporate gifts; planning details for donor recognition and cultivation events; and engaging with volunteers to plan fundraising events.

Off-season (October-May) hours for this position are generally 9am-5pm, with flex-time available, and some nights and weekends required for donor events. In-season (June-September) hours will require evening and weekend availability for shows and special events, with the option to flex daytime hours as needed.

The successful candidate will work with the revenue team in all aspects of revenue generation and will have particularly strong interest and skills in corporate solicitation. MTWichita operates with a team approach – a successful candidate will be excited to help wherever needed.

Department	Development
Reports to	Development Director
FLSA	Exempt
Salary Range	\$45,000-52,000 annually, dependent on experience.
Benefits package includes health insurance, a generous paid time off policy, a 401k match, and more.	

Essential Duties and Responsibilities

- Leads corporate fundraising, including prospecting, soliciting, stewarding, and tracking/implementing benefits. This includes follow-up with trade or cash sponsors regarding playbill ads, sponsor tickets, and benefit fulfillment.
- Assists with grant/foundation prospecting and research. Drafts and/or proofs grant proposals and reports.
- Serves as the primary coordinator for fundraising and donor cultivation events. Works with board members and other volunteers to arrange fundraisers, including setting expense budgets and income goals and working diligently with volunteers to achieve goals.
- Works with Development Director to ensure alignment of fundraising efforts across campaigns.
- Collaborates with Finance staff and Patron Services to ensure properly executed, accurate gift entry, as well as weekly distribution of tax acknowledgements to donors across all campaigns.
- Works with Marketing and Design staff to create, refine, and maintain promotional materials for funding opportunities including annual corporate support and event invitations.
- Works with Managing Director and Finance Director to develop and maintain fundraising goals and expense budgets.
- Takes a broad approach to nurturing corporate relationships, including networking, stewarding, and celebrating gifts.

Minimum Qualifications

The job requires prior experience in fundraising or closely related fields. Familiarity with CRM systems such as Blackbaud or Tessitura (MTWichita uses Spektrix) is a plus.

Knowledge, Skills, and Abilities Required for Successful Job Performance

- Strong verbal, written, and presentation skills.
- Track record of analysis, curiosity, and innovation. This will be channeled into continuing education and seeking out best practices of donor relationships, use of data, and more.
- Drive to maintain highest standards of detail and accuracy in donor communication.
- Excellent organization and project management skills.
- Track record of managing multiple, complex projects with minimal supervision.

MTWichita believes a diverse and inclusive team is critical to our ongoing relevance and growth, beginning with the selection process. Therefore, the team is working to ensure diverse candidate pools and encourages candidates from diverse backgrounds to apply.

MTWichita is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, marital or civil partnership status, pregnancy, age, disability, veteran status or any other protected factor under federal, state or local law.