

Title: Development and Operations Manager

Immediate Supervisor: Managing Director

Classification and Pay

Full-Time Exempt, \$38,000 – \$44,000 / year, depending on experience. Full health, vision, and dental benefits.

General Description:

Quantum Theatre seeks an experienced arts manager to help the company grow its sophistication and capacity in the area of development. A successful candidate will balance priorities across different areas of responsibility, while seeking ways to improve existing process and generate new revenues.

Quantum is a small shop. All members of the team bring a specialty to bear in support of our growth while also contributing to ongoing operations. We are a cohesive and supportive team.

Principal Responsibilities

Fundraising

- Take ownership of the Quantum family of individuals. Build processes by which people move along a deepening trajectory of relationship, resulting in increased support.
- Lead planning and execution of events for individuals: pre and post-show activities, benefits, and other events designed to bring people closer to the company.
- Conduct Quantum's Annual Fund solicitation campaign and stewardship process.
 - Actively engage 1st time contributors; cultivate new donors.
 - Manage personalization plan for existing contributors.
 - Support Directors' efforts towards major gifts.
- Support board and senior staff efforts in corporate sponsorship, foundation, and public agency fundraising.

Additional Operational Duties

- Facilitate board and committee communications.
- Interact with payroll service to communicate weekly payroll. Gather and distribute employee information. Maintain payroll related documents.
- Maintain accounts payable related documents.

Knowledge, Skills, Abilities:

- Excellent written and verbal communication skills.
- Detail oriented and organized.
- Computer and internet proficiency. Strong Microsoft Office and especially Microsoft Excel skills. Experience with mail merging.
- Experience with databases. Salesforce.com or PatronManager very desirable.
- Must be able to work evenings related to events.

Requirements and Experience

- Bachelor's degree.
- 3-5 years of related experience.

Please submit cover letter and resume to:

Stewart Urist, Managing Director Quantum Theatre
applications@quantumtheatre.com

Quantum Theatre is an Equal Opportunity Employer