Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.

Director of Development Job Description

Department: Development	**Annual Salary:** $75,000 - $95,000 annually, depending on experience, relevant skill, and qualifications
Supervisor: Producing Artistic Director	**Status**: Full time, salaried, exempt, benefits eligible
Job Description Revised November 2026	**Location:** Seattle, WA
Desired Start Date: Early 2027	*Position Open Until Filled*

Position Overview: The Director of Development leads Taproot Theatre's fundraising strategy, building the relationships and resources that sustain its mission and long-term vitality by managing a portfolio of revenue-generating initiatives aimed at securing $1,800,000+ annually. The Director of Development is a member of Taproot Theatre's senior leadership team (cabinet) and works closely with the Producing Artistic Director (PAD) to develop and implement a comprehensive plan to grow contributed revenue and connect donors with opportunities to support Taproot's programming, capital needs, and community impact. The Director leads donor research, cultivation, solicitation, and stewardship; engages leadership and volunteers in fundraising; and supervises the Donor Relations Manager, Grants Writer. The Director works directly with all other departments of the organization as well as the Board of Directors. This is a full-time position with some work on nights and weekends for fundraising events, donor cultivation, and additional organization events.

Specific Areas of Responsibility

Development Department Staff Management

- Manage two staff roles within the Development Department: the Donor Relations Manager (full-time) and Freelance grants writer (part-time).
- Manage projects for shared staff:
    - The Engagement & Development Coordinator (reports primarily to Marketing & Patron Experience Department)
    - Various staff interns, including the Vision & Call Administrative Intern (part-time, reports primarily to Literary Manager)

Program Management

- Direct all annual campaigns including end-of-year appeals, curtain appeals, and an upcoming capital campaign
- Create and execute personalized solicitation and stewardship strategies for Major Donors ($1000+) in cooperation with the Producing Artistic Director; ensure all steps are thoroughly documented
- Support the Producing Artistic Director & Associate Artistic Director in:
    - Meeting with donors, providing insights into their philanthropic history
    - Writing curtain speeches, event speeches, and other Development related communication
- Work with the Cabinet leadership team and the Finance Manager to monitor and develop budgets, revenue forecasts, update strategic plans, and develop special projects such as renovations and capital campaigns
- Lead the upcoming Capital Campaign alongside the Cabinet leadership team

- Lead strategies and initiatives for board engagement, including the planning of monthly meetings, an annual retreat, and the Development Committee, as well as updating documentation, and coordinating fundraising efforts
- Partner with marketing and communications staff on all campaign communications and event materials, following Taproot's style guide and a unified schedule; Development leads strategy and content, and Marketing & Patron Experience leads production, graphic design, and brand adherence
- Oversee annual spring and fall fundraisers as well as smaller VIP events
- Oversee grants program and freelance grants writer, coordinating with appropriate staff for metrics, data, and narrative development as well as producing reports and payment requests
- Secure sponsorships for the season, events, and individual projects and fulfill all sponsor benefits in collaboration with Marketing and Communications. Coordinate with the Box Office/Patron Services staff to keep the AudienceView donor data clean; it is the responsibility of this position to maintain donor records and ensure accurate reporting

Donor Cultivation and Engagement

- Attend all opening night receptions, pre-opening champagne toasts, and other fundraising and VIP events
- Produce and annotate lists of donors as well as reports on the analytics of the donor base
- Work one-on-one on the cultivation of donors, particularly major donors ($1,000 and above)
- Stay abreast of relevant topics regarding best practices in philanthropic communication, watch trends in giving both internally and externally, and apply appropriate fundraising strategies
- Collaborate with Marketing & Patron Experience on the patron journey to turn ticket buyers into donors

Cabinet Leadership

- Serve as a member of Taproot's Cabinet and contribute to weekly Cabinet meetings, monthly Cabinet finance meetings, monthly collaboration sessions with Community Engagement and Marketing & Patron Experience, weekly company meetings, and monthly Board meetings, as applicable
- Collaborate with senior leadership on mid-range and long-term planning, organizational procedures, and cross-departmental priorities
- Represent Taproot's senior leadership at community events, opening night performances, fundraising events, and other organizational activities
- Represent and advocate for the Development Department at company-wide events, including fundraising and donor cultivation activities
- Perform other duties as assigned in support of Taproot's mission and organizational needs

Required Qualifications/Skills:

- A genuine interest in theatre or performing arts, and alignment with Taproot Theatre's mission and values
- Five or more years in Development, preferably at an arts organization or relevant experience
- Experience with capital campaigns, grant writing/grant reporting, major-gift fundraising, and working with board committees
- Leadership experience including supervising staff and interns
- Experience with CRM systems (preferably AudienceView)
- Experience managing budgets, including payroll, with strong spreadsheet skills and commitment to accuracy, and comfortable analyzing data and turning it into recommendations
- Commitment to providing a warm, hospitable, and professional presence in every sort of donor interaction
- Ability to work independently on multiple projects at one time with strong organizational skills
- Ability to learn new tools and techniques quickly
- Availability for evenings and weekends as needed

Equity & Inclusion Statement: *Taproot Theatre is working to become an anti-racist organization which prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work,*

employees will participate in regular trainings and discussions and be asked to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression which permeate our industry.

Faith Statement: *Taproot Theatre Company is incorporated as both a non-profit theatre and a religious organization. Our organization operates outside of church oversight and across denominations. Staff at or above the director level are asked to confirm their Christian faith, and at present, permanent Taproot staff at all levels are invited, but not required, to participate in corporate prayer and many, but not all, self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of backgrounds and faith traditions.*

Physical Requirements: *This position requires frequent sitting or standing; manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood. Much of the work is required to be done onsite at Taproot Theatre with frequent visits to external environments as needed. Work schedule is generally Monday-Friday; must be available evenings and weekends as needed for performances and events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

To apply, submit a cover letter and resume to Karen Lund, Producing Artistic Director, at karen@taproottheatre.org.

Taproot Theatre does not discriminate on the basis of race, color, religion, sexual orientation, sex or gender identity, age, citizenship, national origin, veteran status, marital status, mental, physical, or sensory disability, or any other protected and otherwise underrepresented groups of individuals.