



VP Development and Community Engagement

Tulsa Performing Arts Center (TPAC) is seeking a savvy, strategic, and collaborative development professional to join its Executive team to amplify the organization's productions, programs, and mission through skillfully planned and executed fundraising campaigns for our community engagement programs and capital campaign.

The position will work closely with the CFO and is chiefly responsible to bring in new revenue streams to the organization.

Responsibilities:

- Use sales and spending cycles to guide fundraising campaign decisions
- Find ideal donors from public and private investors
- Create a respectful reputation for the company or nonprofit they represent
- Construct graphs and reports to convey their strategies and needs
- Build new donor relationships while maintaining ongoing ones
- Write content to earn grants, new audiences and better relationships with donors and other corporations
- Develop and organize all aspects of the company's fundraising programs
- Research and identify potential donors and sponsors and implement strategies to foster positive relationships
- Establish and maintain friendly business communications with individual and business donors or sponsors
- Research donation programs and opportunities available through local, state and federal programs
- Create reports post-event to analyze data and determine the marketing effectiveness for the fundraising program
- Oversee department and inter-department meetings to plan milestones and requirements of all teams within the business regarding fundraisers
- Create print marketing materials related to fundraising by working closely with the marketing department
- Meet with senior management to gauge business needs and brainstorm ideas for fundraising programs for the coming year
- Oversee our current community engagement programs including but not limited to Orbit

Qualifications:

- 5-7 years of business fundraising experience
- Excellent working knowledge of Microsoft Suite
- Exceptional verbal and interpersonal skills
- Ability to work well in a diverse group

- Experience measuring data and outcomes of events to determine marketing effectiveness
- 3-5 years of management experience required
- Positive and collaborative attitude when managing groups and overseeing initiatives
- Experience managing and tracking donor contributions and organizing gathered data
- Demonstrated experience raising funds and examples of positive outcomes

TPAC is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position, according to the Fair Labor Standards Act. Position is available starting September.