

## Tuscaloosa Children's Theatre Job Description 2020

**Position Title:** Executive Director part-time

**Reports to:** Board of Directors

**Brief Description of Job:** This is a part time position requiring 20 hours of work per week. The Executive Director (ED) will report to the Board of Directors (Board) and shall be responsible for the preparation and execution of fund raising, development goals and strategies for the Tuscaloosa Children's Theatre as well as managing the day to day operation of the organization. This includes, but is not limited to, outreach and the coordination and implementation of productions and workshops by the TCT, in conjunction with the Artistic Director (AD) and the Summer Camp Director (SCD). The TCT Board expects high ethical standards and personal integrity among all employees.

### **Key Responsibilities/Essential Job Functions:**

Procurement of financial support the major focus of the ED job is to increase significantly the income stream beyond current figures. In coordination with the Board the emphasis will be on grant writing and planning fundraising activities, including: major gift solicitations, capital campaigns, annual giving programs, sponsorships, employee/Board giving, foundation, local and corporate grants, and fundraising special events

Donor Relations and Stewardship with the involvement of the Board as appropriate, develops and implements effective donor recognition, stewardship, and communication

Board relations communication with the board is crucial as board members perform many tasks usually handled by a staff. The ED must attend the Executive Committee monthly meetings and give a brief report (currently the first Tuesday of the month) and attend the full Board meetings monthly (currently on the second Tuesday of the month)

Management day to day management of the TCT plus management of the future TCT space, directs management of strategic plans and fundraising goals as approved by the Board

### **Skills, Knowledge and Abilities:**

Bachelor's Degree (preferred); non-profit experience (preferred), passion for theatre (preferred)

Ability to acquire a strong knowledge of the West Alabama area business and civic community and demonstrated ability in public relations to establish community support

Excellent interpersonal, leadership and motivational skills

Excellent oral, written and presentation skills; excellent at persuasive communication

Effective computer skills in word processing, database, spreadsheet, electronic mail and in-depth familiarity with social media, and website management

Must have a general understanding of non-profit bookkeeping

Proven track record of fundraising skills and success in the non-profit arena

Proven skills in grant research and writing providing examples

Demonstrated effective time management and organization skills

**Working Conditions:**

The position of ED requires 20 hours per week. It is currently a work-from-home position that will eventually lead to anticipated work space in the Saban Center. On premise office hours will be required after office space is procured. It requires the following essential job functions with or without reasonable accommodations:

Must be able to communicate orally and in writing

Must have the ability to lift and move materials weighing up to 25 pounds; sit for extended periods of time, stand for extended periods of time; capable of mobility; bend; kneel, reach.

Utilize and fully maintain filing systems; possess basic mathematical skills such as percentages and fractions, etc.; operate standard business office machines (e.g., calculator, copier, fax machine, printer, television).

The ED is expected to be present all at TCT performances and events, some of which will take place outside of traditional office hours (i.e. dress rehearsals, stage productions, fund raising events and summer camps).

This job description is designed to provide a general overview of the requirements of the job and does not entail a comprehensive listing of all activities, duties or responsibilities that will be required in this position. The Board reserves the right to assign or reassign duties and responsibilities to this job at any time. The TCT retains the ability to make necessary changes as situations warrant.

**Process for applying:**

Qualified candidates should submit a one-page cover letter plus a resume/CV and contact information for three references and be prepared to undergo a background check and a credit check. Submissions should be emailed to [tuscjobtct@gmail.com](mailto:tuscjobtct@gmail.com) by September 25, 2020.