



The Historic Homestake Opera House is now accepting applications for a dynamic leader to fill the role of Development Director in a full-time, salaried position reporting to the Executive Director.

### **Who We Are:**

The Historic Homestake Opera House is a destination theatre, with an historic identity and a sense of charm that is unique to the Black Hills of South Dakota. The atmosphere and programming provide a welcoming environment for all people by producing creative experiences that enrich, engage, and entertain. Located in downtown Lead, it is just 10 minutes from historic Deadwood in the Northern Black Hills.

Built in 1914 in grand style, the opera house served as a community center for 70 years until fire crippled the theater. Partially renovated since then, the 500-seat theater now offers plays, concerts, educational, and special events. With an annual operating budget of over \$400,000, annual attendance of greater than 10,000, and a staff of seven (including part-time and seasonal employees), the Homestake Opera House is positioned to grow its programming and take major steps towards completing the restoration/renovation of the theatre.

### **Development Director - Key Traits, Skills and Qualifications**

#### **Required Qualifications** (These are minimum qualifications required for the role)

- Bachelor's degree in communications, marketing, public relations, education, arts administration, theatre, business or equivalent.
- Ability to work a flexible schedule including days, evenings, weekends as driven by event or meetings planning and execution.
- Demonstrated experience in directing work activities of a team
- Proven organizational ability to adhere to schedules and budgets
- Willingness to be held accountable for the goals, schedules and rigors of a complete development program including annual and long-range strategies that supports growth and sustainability across all funding areas.
- Proven high-quality verbal and non-verbal communication skills including public speaking, writing, grant-writing, telephone, email, texting, and social media skills
- Maintain respectable work appearances through appropriate work attire and personal hygiene
- Ability to lift up to thirty (30) pounds. Physical mobility, including necessary climbing, crawling, stooping, kneeling and ability to perform outside work with exposure to fluctuating weather .

#### **Preferred Qualifications**

##### *Experience*

- 1-3 years of relevant experience in working for a non-profit organization in grant writing, fundraising, development and event planning.



#### *Passion for Mission*

- Ability to translate mission into concrete action items

#### *Communication*

- Comfortable serving as the public face of the organization and appropriate messaging
- Ability to communicate the organizations' activities with donors, business partners and friends.

#### *Flexibility*

- Willing to be flexible in scheduling evenings or week-end meetings with potential donors and at a wide variety of locations
- Willing to help out in a variety of ways to help cover for major events or cover when other employees are away from the facility.

#### *Operational Proficiency*

- Use of technology to build efficient operating systems and enhance communication
- Commitment to creating a mission-driven culture resulting in on time high-output

#### *Problem-Solving*

- Can-do personality
- Creative about building bridges between and among competing interests
- Quick to consult others with expertise, evaluate input and come to clear decisions

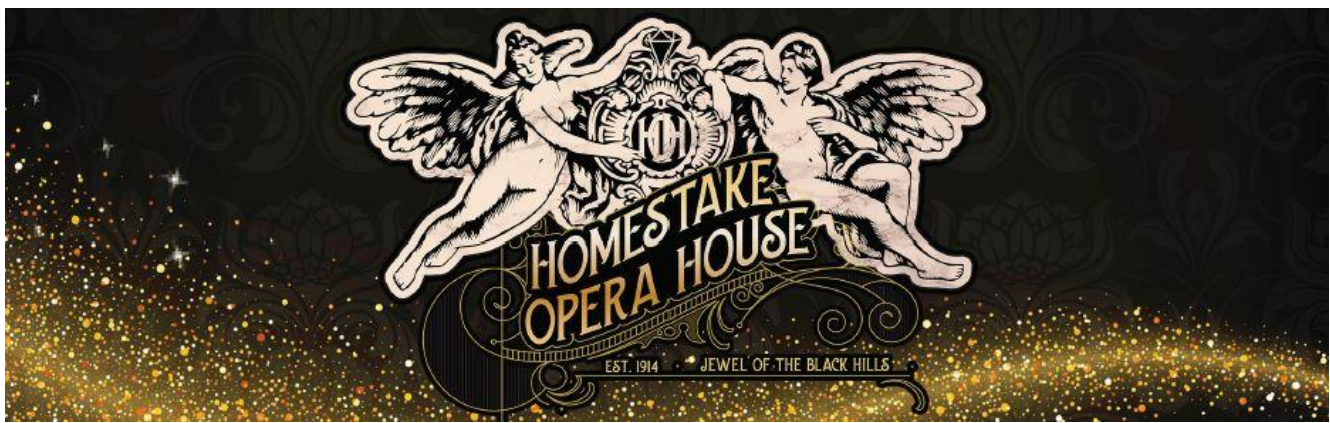
#### *Executive Demeanor*

- Commitment to the mission and the organization
- Resilient
- Enjoys meeting challenges
- People person, gregarious and fun-loving; easily enlists others in the mission
- Generates trust and loyalty in others, credible leader
- Holds self personally accountable; has integrity
- Energetic; persistent about achieving goals
- Continuous Learner; keeps up with industry trends, competitors and emerging opportunities

### **Development Director Job Description:**

#### **Summary:**

The Development Director (DD) reports to the Executive Director (ED) of the Homestake Opera House (HOH) governed by the board of directors (BOD). The DD manages activities for the identification, cultivation, solicitation, and appreciation of donors and maintains patron database (Little Green Light). The DD plans and executes development activities in



collaboration with the ED and Development Committee (DC). Other duties not specifically listed may be required as the HHOH is a small but dynamic non-profit.

### **Essential Functions:**

- Facilitate Fundraising:
  - Work to achieve fundraising goals and objectives established by the BOD.
  - Frame and execute organizational fundraising to including:
    - Mass Appeal Program - frame and execute annual strategies for direct mail, digital communication, and other strategies.
    - Work with the Campaign Leadership Committee to plan, organize the Capital Campaign
    - Work with the ED and Development Committee to prepare and update income and expense budget to ensure budgeting goals are met.
    - Major Gifts –
      - Identify, cultivate, solicit, and extend appreciation to individuals, businesses, and foundations.
    - Planned Giving –
      - Engage in specific major gift initiatives such as capital, endowment or other or specific multi-million-dollar campaigns.
    - Development Grants –
      - Works with ED, to select and write grants and oversee grant applications and reporting related to fundraising activities.
    - Special Events –
      - plan and coordinate fundraising events.
- Organize, recruit, and lead the Development Committee. Provide clear expectations and opportunities for committee members to participate in development activities.
- Actively engage donors, HHOH members and patrons, members of the Black Hills community, and local government and businesses.
- Manage donor and volunteer database. Utilize data to frame and execute systematic strategies for timely and effective communication with donors and volunteers.

### **Support Legacy and Foundation Funding for Sustainability of HHOH:**

- Cultivate legacy program and donors to build upon HHOH's endowment.
- Research and report endowment opportunities and investment.

### **Provide effective communications:**

- Act as a representative and advocate of the HHOH with all media, government agencies, foundations, business groups, and arts organizations.
- Use external presence and relationships to create new opportunities.



### **Position Information:**

- Hours:
  - Actual hours will vary from week to week, depending upon events occurring during evenings, weekend, and holidays, and travel required for fundraising activities.
- Location:
  - The DD will have an office located within the HHOH building and while travel will be required at times, the DD is expected to maintain regular office hours.
- Wages:
  - Competitive salary based on experience
- Evaluation:
  - 90-day performance evaluation after position date and annual evaluation thereafter.
- Benefits
  - Ten(10) Days PTO
    - Fifteen (15) days after 1 year.
  - Health Savings Account
    - A type of savings account that lets you set aside money on a pre-tax basis to pay for qualified medical expenses.

### **To Apply**

Send cover letter, resume, references, and salary requirements to [patrickt@homestakeoperahouse.org](mailto:patrickt@homestakeoperahouse.org) by 5pm December 4, 2020.