

# EGYPTIAN THEATRE

135 N 2nd Street, DeKalb, IL 60115

## **Job Description: Development Director (Full Time - Exempt)**

Updated: 1-19-25

**SUMMARY:** The Egyptian Theatre in DeKalb, Illinois, is seeking a passionate and experienced fundraising professional to join our growing team as the Development Director. This new full-time position will play a key role in advancing the mission of the Egyptian Theatre by securing philanthropic support, cultivating donor relationships, and expanding the theatre's financial resources to ensure long-term sustainability.

Reporting to the Executive Director, the Development Director will be responsible for planning, implementing, and overseeing the theatre's comprehensive fundraising efforts. This includes individual giving, corporate sponsorships, foundation and government grants, major gifts, planned giving, and special fundraising events. The Development Director will work closely with staff and the Board of Directors to execute strategic fundraising initiatives that align with the theatre's long-term goals.

### **ABOUT THE EGYPTIAN THEATRE:**

The Egyptian Theatre is a historic and mission-driven nonprofit organization dedicated to preserving history, presenting the arts, and promoting community engagement. As a leader of the performing arts and economic driver in our region, the theatre welcomes thousands of patrons annually for a diverse array of live performances, film screenings, and community events.

With a growing donor base, staff, programming, and dedicated volunteers, we are poised for expanded impact and financial growth. One of only seven Egyptian Theatre's left in the United States and the only one remaining east of the Rocky Mountains, the Egyptian Theatre in DeKalb has been named by the State of Illinois as one of the Top 20 Architectural Treasures in Illinois.

The Egyptian Theatre opened in 1929, seats 1,400, and has an annual operating budget of around \$2M. Programming includes over 170 events per year, host to over 30 different community organizations each year, 30+ touring shows, 40+ films, and many private events in total welcoming over 55,000 guests per year.

### **Website**

[www.EgyptianTheatre.org](http://www.EgyptianTheatre.org)

### **Mission Statement**

To share and protect the historical integrity of the theatre as a regional arts center for entertainment and community involvement.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Fundraising Strategy & Annual Campaigns**

- Develop and execute a comprehensive fundraising strategy to support the theatre's annual budget.
- Lead individual giving campaigns, including donor retention, acquisition, recognition, and stewardship efforts.
- Manage the Friends of the Egyptian Theatre membership program, end-of-year giving campaign "Birthday Club", and annual giving day "Give DeKalb County".
- Identify and cultivate major gift prospects, securing multi-year commitments where possible.
- Involve Board members in developing/maintaining donor relationships.

### **Corporate/Business Support**

- Identify, solicit, and steward corporate/business partners for sponsorships and philanthropic support.
- Develop funding proposals in collaboration with staff. Provide reports and updates to funders as needed and/or required.
- Involve Board members in developing/maintaining corporate/business relationships.

### **Grants**

- In collaboration with the Executive Director and other staff, research, write, and manage grant applications, ensuring compliance with reporting requirements.

### **Communications**

- Collaborate with the Marketing & Communications Director on donor communications, print and digital materials, and content to stay within branding guidelines.
- Responsible for donor/member newsletter, emails, and direct mail.
- Prepare and present easy to understand reports on fundraising efforts to the Board of Directors, staff, and other stakeholders.

### **Special Events**

- Oversee donor recognition and appreciation events.
- Plan and assist in the execution of fundraising events.

### **Planned Giving**

- Develop a planned giving program to encourage legacy gifts and long-term donor relationships.

### **Community Engagement & Advocacy**

- Represent the Egyptian Theatre in the community by attending networking events and engaging with key stakeholders.
- Serve as an ambassador, strengthening relationships with arts patrons, business leaders, and funding partners.

## DESIRED QUALIFICATIONS:

- Minimum of 5 years of proven fundraising experience, preferably in the arts or nonprofit sector.
- Passion for and understanding of the Egyptian Theatre's mission and ability to communicate it to others.
- Strong track record of securing major gifts, corporate sponsorships, and grants.
- Excellent written and verbal communication skills, with the ability to craft compelling proposals and donor communications.
- Growth mindset - ability to identify challenges and create solutions using information and data to drive action.
- Outgoing personality unafraid to make the big ask.
- Experience managing donor databases and ability to analyze data.
- Proficient in budget management, tracking and reporting of finances.
- Proficient in Microsoft Office and Google Workspace.
- Ability to work collaboratively with coworkers, board members, and volunteers.
- Strong desire to get out of the office, build external relationships, initiate donor visits and fundraising calls.
- Ability to work with deadlines, make significant changes when needed, and maintain a solutions-oriented approach.
- Bachelor's degree in nonprofit management, communications, business, marketing, or a related field preferred.

## PHYSICAL DEMANDS:

- **Sitting/Desk Work:** The majority of the work will involve sitting at a desk or in meetings, working on a computer to manage donor data, draft proposals, and communicate with stakeholders.
- **Standing/Walking:** Attending donor events, meetings with board members, sponsors, and stakeholders will require standing and walking, sometimes for extended periods. This may also include walking around the theatre during events or performances.
- **Occasional Lifting:** During special events or fundraising activities, the Development Director may need to assist with the setup and breakdown of materials, which could involve lifting boxes, materials, or decor (up to 25-30 lbs).
- **Evening and Weekend Work:** The position may involve attending evening performances, events, and donor meetings, requiring flexibility in work hours.
- **Travel:** Some local travel may be required to meet with donors, sponsors, or community partners, which may involve driving.
- **Communication:** Frequent verbal communication, both in person, electronically, and on the phone or via video conference, to engage with donors, stakeholders, and staff.

## OTHER CONSIDERATIONS:

- Regular work hours can be 8 hours a day / 5 days a week. Schedule can be flexible and can accommodate some work-from-home hours. Must have the ability to work some evenings and weekends as needed for events.
- Employee must have a valid drivers license.
- This is a full-time salary exempt position.
- This position reports to the Egyptian Theatre Executive Director.

## **COMPENSATION AND BENEFITS:**

- Starting salary range: \$60,000 - \$80,000
- Health reimbursement plan: \$365.17/month for single, \$561.80/month for married or those with dependents. Annual cost adjustment.
- SIMPLE IRA retirement plan: up to 3% match
- Cell phone plan provided: unlimited data/minutes/text and hot spot included
- Annual cell phone device stipend: \$300
- As-needed Time Off Policy
- Flexible schedule / Hybrid work environment
- Paid holidays off
- Professional development opportunities
- Eligible for annual bonus based on organizational performance

Position open until filled. Interviews with qualified candidates will be scheduled quickly.

## **TO APPLY:**

1) Provide a cover letter explaining why you are qualified for the position and why you want the job.

2) Provide a resume with a summary of demonstrable accomplishments.

*Professional references and portfolio of past work will be requested after initial screening. Not needed for initial application.*

Submit items via email to:

Egyptian Theatre Executive Director  
Alex Nerad - alex@egyptiantheatre.org

or by mail: Egyptian Theatre, Attn: Alex Nerad, 135 N. 2<sup>nd</sup> Street, DeKalb, IL 60115

## **Equal Opportunity Employer**

The Egyptian Theatre is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. The Egyptian Theatre encourages people of all backgrounds to apply, including people of color, women, LGBTQIA+ individuals, people with disabilities, veterans, and others who are eager to help us achieve our mission.