



Lookingglass Theatre Company  
Director of Development  
October 2017

### Theatre Overview

Lookingglass Theatre Company, recipient of the 2011 Tony Award for Outstanding Regional Theater, is a national leader in the creation and presentation of new, cutting-edge theatrical works and in sharing its ensemble-based theatrical techniques with Chicago-area students and teachers through a wide array of Education and Community Programs. Lookingglass is currently celebrating its 30th Anniversary Season.

Lookingglass Theatre Company seeks to fire the imagination, celebrate human capacity, and leave audiences and performers changed, charged, and empowered. The Company combines a physical and improvisational rehearsal process centered on ensemble with training in theatre, dance, music, and the circus arts. We seek to redefine the limits of theatrical experience and to make theatre exhilarating, inspirational, and accessible to all.

### Position Summary

A member of the senior leadership team and reporting to the Executive Director, the Director of Development is responsible for the leadership, direction, and management of Lookingglass' fundraising initiatives. She/he will be responsible for planning, executing, and achieving both long and short term contributed income goals for the Theatre through the annual fund, corporate and foundation support, special events, and major gifts.

The Director of Development will be an enthusiastic spokesperson for the Theatre's mission and vision for both internal and external constituents. She/he will work closely with Board members, the Executive and Artistic Directors, the General Manager, and other staff leaders to expand and deepen existing donor relationships while implementing creative approaches to increase the pool of Lookingglass supporters. She/he will be responsible for supporting the advancement of a new major gifts program and will be instrumental in increasing organizational capacity and maintaining a best practices department.

### Principal Duties and Responsibilities

- Direct all fundraising activities on behalf of the Theatre, including direct mail, Board giving, special events, institutional support, and major gifts.
- Directly supervise an Associate Director of Development and a Major Gifts Officer, with a team that also includes four support staff members.
- Collaborate with senior leadership to assist the Executive Director and Artistic Director in fulfilling the Theatre's mission and vision, and in expanding the organization's capacity.
- Establish and maintain strong relationships with Board members, donors, prospects, and other relevant constituency groups.

- Identify new sources of support for ongoing sustainability and future special projects.
- Create and implement strategic plans to achieve short and long term goals for the department.
- Advise, train, and motivate the Board, including managing the effective use of Board committees, in support of the Theatre's fundraising priorities.
- In partnership with the Executive and Artistic Directors and Board leadership, identify and recruit members of the Board of Directors.
- Identify, qualify, cultivate, solicit, and steward major and multi-year gift prospects.
- Work with the General Manager to oversee the development department's budget.
- Monitor and report on annual fundraising goals and annual expense budgets to staff leadership, the Executive Committee, and the Board of Directors.
- Serve as an articulate and enthusiastic spokesperson during events and functions inside and outside the Theatre.
- Actively participate in and play a leadership role as appropriate at donor and patron events, opening nights, Board meetings, and Executive Committee meetings.

### Qualifications

We are seeking a dynamic, professional leader with at least ten years of increasingly responsible experience leading and managing successful development programs. She/he will possess superior organizational and interpersonal skills, have proven success in developing fundraising strategies and with face-to-face solicitation of donors, have the ability to motivate staff, and have a demonstrated track record in achieving fundraising goals and building long-term organizational capacity. Strong presentation and negotiation skills, sound judgement, ability to set priorities, and authentic leadership skills are a must.

The successful candidate will have:

- At least ten years demonstrated success in development and direct fundraising.
- Familiarity with the Chicagoland theatre and philanthropic community strongly preferred.
- A proven track record in meeting fundraising goals.
- Ability to cultivate, solicit, and steward donors in ways that lead to deepened engagement.
- Experience building trust and rapport with boards and volunteer leadership, effectively inspiring and supporting new levels of engagement with fundraising activities.
- A positive and authentic approach to relationship-building, and an evident enthusiasm for spending time out of the office visiting with donors and prospects on behalf of the Theatre.
- A high degree of initiative, confidence, and energy to achieve and exceed goals.
- Strategic thinking and orientation.
- The ability to anticipate organizational needs and effectively address emergent issues, multiple projects, and diverse constituencies simultaneously.
- A demonstrated ability to mentor staff, build teams, and enhance the professionalism of development staff and processes.
- Excellent verbal and written communication skills with the ability to serve as a key spokesperson for the Theatre.
- A demonstrated ability to take initiative and build and maintain a strong rapport with Board members, staff, and artists, as well as business and civic leaders.
- A propensity for being flexible, collegial, and adaptable. Enjoys challenges, creative problem solving, and is comfortable with a dynamic and evolving organization.

- Proficiency in Microsoft Office.
- Experience with Constituent Relationship Management (CRM) software is required, and specifically with Total Info is desirable.
- Bachelor's degree required, and advanced degree or certification preferred.

To be considered, please send cover letter, resume, and salary history and/or requirement via email to:

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**NO PHONE CALLS, PLEASE**

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