

Director of Fundraising & Sponsorship
The Carolina Theatre of Durham, Inc.
Durham, N.C.

The Carolina Theatre of Durham, Inc. is seeking an experienced fundraising or sales professional to lead our fundraising, membership and sponsorship efforts.

The position requires a motivated self-starter for the following major areas of responsibility:

- Soliciting individual, corporate, government, and foundation gifts and grants; preparing grant applications and reports; preparing donor letters and campaign literature.
- Securing local and national corporate sponsorships for Carolina Theatre facilities, series and events, including the North Carolina Gay & Lesbian Film Festival.
- Managing, developing and growing the Star Member program, which provides benefits to individual donors, and the Corporate Care program, which provides benefits to corporate donors.
- Overseeing preparation of a semi-annual donor newsletter, and other publications.
- Reporting to the President/CEO and the Board of Trustees on fundraising and sponsorship activities.
- Planning and executing fundraising events to include dinners, receptions, auctions, and raffles.

At least 5 years experience required in either development, sales, or corporate sponsorship.

This is a full-time salaried position.

The Carolina Theatre of Durham, Inc. (CTD) is a non-profit, \$2.3 million corporation that manages and programs the city-owned landmark theatre complex. CTD is an Equal Opportunity Employer.

To apply, send resume to: hr@carolinatheatre.org or Human Resources, Carolina Theatre of Durham, Inc., 309 W. Morgan Street, Durham, N.C. 27701. No phone calls.

Applications will be accepted until June 25, 2010.