

## JOB DESCRIPTION

**JOB TITLE:** Manager of Corporate Relations  
**DEPARTMENT:** Development  
**REPORTS TO:** Director of Development  
**PREPARED DATE:** September 13, 2017

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### ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Deferred Action by Lee Trull and David Lozano; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Freidman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

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### SUMMARY

The Manager of Corporate Relations reports to the Director of Development and is a front-line fundraising position responsible for the solicitation and stewardship of all corporate partners (portfolio of 75-85 valued at approximately \$725,000 and growing). Responsibilities include researching prospect companies, developing sponsorship and corporate gift proposals and/or grant applications, directly soliciting corporate contributions and sponsorships, planning and executing corporate events for sponsors, and creating and submitting final reports. The person in this position is responsible for recruiting new corporate donors and increasing the total contributions from corporate donors in alliance with DTC's strategic plan. This position works directly with DTC artistic, education, and administrative staff, as well as members of the Board of Trustees.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Secure sponsorships and corporate gifts to achieve annual fundraising goals:

- Work closely with the Director of Development to map and implement an integrated corporate giving strategy.
- Develop yearly solicitation plans for a portfolio of 75-80 corporate donors (portfolio value approx. \$725,000).
- Develop relationships with representatives of corporate partners and relevant board members.
- Directly solicit corporate partners through written proposals, personal contact, and other correspondence.
- Work with relevant Dallas Theater Center staff to develop proposal language for new and existing programs.
- Write and prepare all requests for new and renewing corporate partners; submit them in a timely manner.
- Conduct research, follow up on leads, and coordinate solicitation of prospects for new support.
- Coordinate site visits as requested by corporate partners and prospects.
- Create final reports/impact reports for corporate partners; submit them in a timely manner.

#### Ensure the successful implementation of sponsorship programs by communicating with corporate partners, coordinating interdepartmental activities, and managing on-site events related to sponsorships:

- Ensure proper recognition of corporate partners in DTC publications, on site at the theater, on the Web, and in marketing materials
- Serve as primary liaison with corporate partners in delivery of sponsor benefits, including complimentary tickets, on-site events, logo placement, and other recognition.
- Coordinate internal departments and outside vendors (including ticketing, catering, event rental companies, marketing, education, front-of-house, marketing, technical crew, etc.) to ensure delivery of benefits.
- Manage on-site activities related to corporate benefit fulfillment, such as company hosted events, tours, etc. Evening and weekend hours are sometimes required.
- Track data and information about corporate donors and relationships in Tessitura database; generate and provide periodic corporate giving status reports from Tessitura database.

**Develop, implement, and staff corporate donor events (and staff other development events as necessary).**

- Plan and execute all aspects of corporate partner events including scheduling, invitation and collateral design and distribution, registration, menu, logistics, guests, nametags, and speaking points.
- Assist with corporate participation in annual fundraising gala to meet or exceed fundraising goals.
- Serve as primary liaison for gala corporate sponsors by coordinating their participation in event, managing sponsorship benefits and recognition, and tracking sponsorship payment and receipt.

**Other duties as needed or assigned.**

**SKILLS AND KNOWLEDGE REQUIREMENTS**

- Strong commitment to exemplary customer service and exceptional communication skills are mandatory.
- Motivated to work towards accomplishing annual financial goals and to look ahead to strategies for long-term results.
- Fundraising background with knowledge of grant writing and basic event management.
- Knowledge of basic non-profit development principles and practices.
- Excellent written, verbal and interpersonal communication skills.
- Ability to solve problems with creativity and efficiency.
- Excellent planning and organizational skills.
- Ability to communicate effectively and persuasively in oral and written communication on an interpersonal or group level.
- Ability to research and identify new corporate support donors.
- Ability to listen effectively to assist staff and volunteers in identifying and resolving challenges.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Ability to work in a fast-paced environment and maintain a sound perspective, essential for maintaining healthy relationships with co-workers.
- Ability to work effectively with a variety of people in various settings.
- A positive attitude and an earnest interest in providing good customer service to corporate donors.
- Proficiency with Microsoft Office suite, including Word, Excel, and PowerPoint; knowledge of Tessitura (or other donor management software) a plus, but not required.
- Exemplary attention to detail and accuracy.
- Ability to maintain confidentiality.
- Strong commitment to diversity and inclusion.

**EXPERIENCE REQUIREMENTS**

- Minimum of two years of corporate fundraising and/or grant writing experience required.
- Experience in theater and arts preferred.

**EDUCATION REQUIREMENTS**

- Bachelor's degree

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please submit resume and cover letter via email to [patty.stone@dallastheatercenter.org](mailto:patty.stone@dallastheatercenter.org)