



**DALLAS
THEATER
CENTER**

☎ Office: (214) 526.8210 • Fax: (214) 521.7666

✉ info@dallastheatercenter.org

📍 2400 Flora Street Dallas, Texas 75201

Manager of Corporate Relations

JOB TITLE: Manager of Corporate Relations

DEPARTMENT: Development

REPORTS TO: Director of Development

PREPARED DATE: July 6, 2023

CLASSIFICATION: Salaried; non-exempt

SALARY RANGE: \$50,000-\$58,000

MISSION STATEMENT

The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

EQUITY, DIVERSITY AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for equity, diversity and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION 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 (pre-pandemic portfolio of 50-60 valued at approximately \$725,000; current portfolio of 25 valued at \$600,000). 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.

KEY RELATIONSHIPS

- Director of Development
- Development Team
- Executive Director
- Board of Trustees
- Producer
- Resident Artists

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 current portfolio with expectation to grow back to pre-pandemic portfolio numbers.
- 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.
- Work closely with Board Development Committee to develop leads and plan cultivation efforts.
- 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.
- 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 sponsor events including scheduling, invitation and collateral design and distribution, event format and speaking points, menu, rentals, guest check in, and artist/cast interaction.
- 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.

Additional duties

- Perform work in a manner that is consistent with DTC’s Mission, Vision and Values.
- Be an active participant in DTC’s work towards equity, diversity and inclusion and becoming an anti-racist organization, including participating in all EDI trainings, workshops or experiences
- **Other duties as needed or assigned.**

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

PREFERRED SKILLS AND KNOWLEDGE

- 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.
- Exemplary attention to detail and accuracy.
- Ability to maintain confidentiality.
- Ability to communicate effectively and persuasively in oral and written communication on an interpersonal or group level.
- 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.
- Proficiency with Microsoft Office suite, including Word, Excel, and PowerPoint.
- Knowledge of Tessitura (or other donor management software) a plus, but not required.
- Ability to sit or stand for extended periods of time, as job duties require.
- Strong commitment to equity, diversity and inclusion.
- An appreciator of theater and an advocate for its value for the community.

PREFERRED EXPERIENCE/EDUCATION

- Minimum of two years of corporate fundraising and/or grant writing experience
- Experience in theater and arts
- Bachelor's degree, preferred

HOW TO APPLY:

Please send résumé with references and a cover letter to hr@dallastheatercenter.org with **Manager of Corporate Relations** in the subject line.

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. DTC produces a six-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 and partnerships with Southern Methodist University's Meadows School of the Arts; and many community collaboration efforts with local organizations. In 2017, DTC's Department of Public Works launched a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual pageant featuring over 200 Dallas citizens performing in a professional production. 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; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Friedman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' authentic arts, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious and commercial life. Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art and the Crow Collection of Asian Art cover thousands of years of art. The sleek Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District include the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico

National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond. We stand-up for equity, diversity, and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.

- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.

- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.