



DALLAS THEATER CENTER

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Dallas, Texas 75201

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JOB TITLE: Board Liaison & Development Associate
DEPARTMENT: Development
REPORTS TO: Director of Development
PREPARED DATE: August 19, 2025
CLASSIFICATION: FLSA: Salaried, Exempt
SALARY RANGE: \$50,000 to \$55,000

MISSION STATEMENT

Dallas Theater Center invests in our community by producing plays with resident artists that reflect and illuminate our diverse experiences, spark collaboration and dialogue, and invite engagement in everything we do.

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 Board Liaison & Development Associate plays a key role in connecting the Board of Directors, senior leadership, and the Development Department to advance the mission of the organization. This position serves as the primary point of contact for the Board of Directors, ensuring smooth communication, timely delivery of information, and coordination of Board activities. In addition, the role provides essential support for the Development Department, including gift processing, database management, donor support, and event coordination. The position requires exceptional interpersonal skills for high-touch engagement with significant donors and stakeholders.

HOW TO APPLY

Please submit resume and cover letter via email to careers@dallastheatercenter.org with **Board Liaison & Development Associate** in the subject line.

KEY RELATIONSHIPS

- Board of Directors
- Director of Development
- Executive Director
- Finance
- Individual Donor Relations Officer
- Corporate & Foundation Relations Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

Board Liaison (40%)

- Serve as primary administrative and communications point of contact for the Board of Directors.
- Coordinate Board and committee meetings, including scheduling, preparing agendas, compiling materials, and recording minutes.
- Ensure timely follow-up on Board action items and deliverables.
- Support Board members with information requests, event participation, and donor engagement activities.
- Maintain up-to-date Board rosters, biographies, and governance documents.

Development Support (60%)

- Process and enter all gifts and pledges into the donor database, ensuring accuracy and confidentiality.
- Prepare timely gift acknowledgments and pledge reminders.
- Generate regular reports on fundraising progress, donor activity, and campaign results.
- Assist with planning and executing donor events, including invitation lists, logistics, and follow-up.
- Provide high-touch service to significant donors, including assistance with ticketing, seating requests, and personalized acknowledgments.
- Support the Director of Development and the Development team with special projects, proposals, and fundraising campaigns.
- Generate timely gift acknowledgments and assist with drafting gift agreements and donor correspondence.
- Support fundraisers with donor research, prospect tracking, and meeting follow-up.
- Assist with the planning and execution of donor cultivation and stewardship events, including guest lists, invitations, logistics, and on-site support.
- Maintain clean and accurate donor records, mailing lists, and reports.
- 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.
- Some evening and weekend work required for Board meetings, performances, and donor events.
- Combination of office-based work and event-based responsibilities.
- Office hours aligned with Dallas Theater Center's existing policies.
- 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.

SKILLS AND KNOWLEDGE REQUIREMENTS

- Strong understanding of nonprofit governance and fundraising best practices.
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated ability to work with high-level stakeholders with professionalism, discretion, and tact.
- Proficiency with donor database systems (e.g., Tessitura, Raiser's Edge, or similar) and Microsoft Office Suite.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Understanding of the philanthropic landscape for the arts, including major gifts and donor stewardship practices.
- Strong project management skills with the ability to manage multiple priorities under tight deadlines.
- Exceptional written and verbal communication skills, including preparing high-quality correspondence, reports, and presentations.
- Experience coordinating board meetings, committee work, and strategic planning retreats.
- Skilled in managing high-level donor and board member interactions, including complex scheduling, follow-up, and event coordination.
- Ability to serve as a diplomatic, professional point of contact between board members, executive leadership, and staff.
- Excellent interpersonal skills to build trust and rapport with high-level stakeholders.
- Demonstrated commitment to equity, diversity, and inclusion.
- An appreciator of theater and an advocate for its value for the community.

EDUCATION AND EXPERIENCE REQUIRED

- Bachelor's degree or equivalent experience in nonprofit management, arts administration, communications, or related field.
- Minimum 2-4 years of experience in development, donor relations, or board support.

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 because of such a request.

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 Wyle 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*; education programs, including the Award-winning Project Discovery and a significant partnership 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 professional production. Throughout its history, DTC has produced many new works, including recent premieres of *penny candy* by Jonathan Norton, *The Supreme Leader* by Don X. Nguyen; *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 Wyle 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 FULL STATEMENT

ALL ARE WELCOME!

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- **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.