

THEATER WORKS HARTFORD

Job Title: Director of Development
Start Date: July 2026
FLSA Classification: Salaried, Exempt
Salary and Benefits: \$75,000-\$100,000 + generous benefits package

Overview:

TheaterWorks Hartford (TWH) is currently seeking a highly motivated and experienced Director of Development to join our team.

This position requires a strategic thinker, a collaborative leader, and a results-oriented professional. The ideal candidate will have a passion for the arts, a strong understanding of fund development, and the ability to collaborate with cross-functional teams to achieve organizational goals. With leadership and senior management, the Director of Development will expand TWH's donor base and engage the greater Hartford community and beyond.

The Director of Development is a key member of TWH's senior management and works in close relationship with TWH's Board of Directors. Together, they are responsible for articulating, planning and overseeing the implementation of a comprehensive development plan for all sources of contributed revenue—from the board, individuals, as well as institutions including foundations, corporations and government agencies. The Director of Development is charged with overseeing ongoing activities aimed at identifying, cultivating, soliciting, and stewarding donors to expand support for the theater's general operations, as well as new fundraising campaigns for special projects.

Principle Duties and Responsibilities

- Provide strategic and creative leadership in raising \$1.5M in annual contributed income through individual and board giving, foundation, corporate, and government support, and special events
- Articulate and lead a clear annual development plan and incorporate departmental short- and long-term goals, benchmarks that reflect growth, specific targets for various areas of giving, and other necessary objectives
- Create a strong and compelling case for support each year, aligned with organizational goals, integrated into various communication platforms, and utilized by staff and Board
- Oversee the implementation and management of individual annual fund

- giving, including board gifts and major gifts, ensuring ongoing cultivation, solicitation, and stewardship
- In collaboration with the Managing Director and Artistic Director, lead the development and ongoing management of a major gifts program, meeting with donors throughout the year, involving leadership as needed.
- Oversee all institutional fundraising efforts and deadlines including setting annual grant strategy, cultivating relationships, building a case for support and continually seek new opportunities
- Working with the Managing Director, identify and develop new fundraising campaigns for special projects, including an impending comprehensive campaign to raise capital for a major renovation/expansion and endowment
- Conceive, create and accomplish roster of fundraising and cultivation events throughout the year, in collaboration with leadership and the Board, as well as supporters, partners and staff
- Examine and improve system that will aid development operations, including ongoing fundraising communications, prospect research, and gift acknowledgements and processing
- Oversee the management of all development records including financial reports, gift entry, and donor tracking systems
- Work with Senior Leadership on short and long-term strategic planning
- Build collaborative relationships across the organization to manage both the needs of the development department and the needs of other departments
- Build ongoing relationships with Board members to further their engagement, solicit their annual gifts, confirm participation in events, and support them in their development of relationships for the organization
- Through ongoing knowledge of TWH's community and donor base, work with the Managing Director on identifying and recruiting Board prospects

Required Qualification & Skills:

- Minimum five years of experience in development, preferably in a cultural or arts-related organization, with experience in the following: individual giving, institutional giving, major gifts, stewardship, events planning and execution, and development operations
- Passion for the arts and a commitment to the TWH's mission and community
- Enthusiastic relationship builder, eager to interact and collaborate with fellow staff members and other members of the TWH community
- Creative problem-solver, idea generator, and self-starter with the ability to work collaboratively and independently
- Strong organizational skills and ability to manage multiple projects

simultaneously

- Exceptional time management skills with attention to meeting deadlines
- Excellent verbal, written, and listening communication skills
- Knowledge of the arts and culture philanthropic community in the greater Hartford region preferred, but not required

About TheaterWorks Hartford:

Since 1985, TheaterWorks Hartford has presented quality, live contemporary American Theater to an audience of nearly 30,000 in the heart of Connecticut's capital. Located in downtown Hartford, the theater presents 5-6 productions per year in its 188-seat venue along with its popular Living Room Concert Series in the expansive Hoffman Lobby, artistic talks, play readings, and special events throughout the season.

To Apply:

To apply please send resume and references to info@twhartford.org. Write Director of Development Search in the subject line. Search will remain open until the position is filled. No phone calls please. TheaterWorks Hartford is an Equal Opportunity Employer. BIPOC candidates encouraged to apply.