



Audience & Donor Relations Manager

Job Title: Audience & Donor Relations Manager

Salary: \$45,000 - \$55,000

Department: Development

Status: Exempt, Full Time

Reports To: Managing Director

To Apply: [Click Here](#)

Music Theater Heritage (MTH) is an innovative and imaginative professional arts organization – dedicated to the appreciation and historical understanding of the American Musical and its contributions to our culture. MTH entertains and educates current and future generations, with persistent focus on equity, diversity, and inclusion, for today's performing talent and tomorrow's developing artists. MTH operates as a fully professional Equity Theater welcoming nearly 50,000 people annually to Crown Center. MTH houses three theatrical stages, production facilities, studio space, and two public lobbies.

Job Summary: We are seeking a highly motivated and strategic individual to join our organization as an Audience and Donor Relations Manager. In this role, you will be responsible for developing and implementing strategies to cultivate lasting relationships with our audience and donors. You will work collaboratively with the MTH team and Board of Directors to drive audience growth, enhance engagement, and increase donor support. The ideal candidate is a skilled relationship builder, possesses a deep understanding of audience behavior, and is passionate about engaging events, fundraising and the performing arts.

Supervisory Responsibility: none

Key Responsibilities:

- Participates in the development and implementation of a 3 year strategic fundraising plan
- Collaborates with the Managing Director and Artistic Chief Executive to develop and implement fundraising campaigns to meet the public support goals
- Assists the Managing Director with grant presentations and reporting as needed
- Directly interacts with donors and prospective donors on a regular basis; tracks all giving activity; responds to inquiries on a timely basis
- Attends performances and special MTH events to engage with patrons and funders; communicates a warm welcome and acknowledges their attendance and support
- Identifies and provides significant visible recognition and appreciation for all donors

- Plans and oversees at least one major annual fundraising event, as well as creates new opportunities for donor and audience engagement.
- Works with marketing staff to create communication materials including print marketing and digital materials for fundraising, special events, campaigns, and newsletters
- Develops, evaluates, and provides reports of post-event data to assess the outcome of fundraising campaigns, programs, and events
- Increase the awareness of the MTH community outreach programs, events, and initiatives to promote participation and build support for the organization's mission.
- Work with community leaders and stakeholders to develop partnerships and collaborations that further the organization's goals and objectives.
- Maintains compliance with federal, state, and local laws and regulations
- Demonstrates ethical professional conduct at all times

Qualifications:

- Bachelor's degree in Theater, Non-Profit Management, Marketing, Communications, Theater or related field.
- 3+ years of experience in event planning, community engagement, fundraising or public relations.
- Strong communication, interpersonal, and relationship-building skills.
- Excellent organizational skills.
- Experience with database management and spreadsheet proficiency
- Experience in event planning
- Knowledge of fundraising strategies and techniques.
- Ability to organize, plan, and set priorities with minimal supervision and participate as part of a team
- Attention to detail and the ability to exercise good judgment in making decisions
- Passion for the organization's mission and values.

How to apply:

If you are outgoing, self motivated and have a passion for fundraising, community engagement, and relationship-building, we encourage you to apply.

Send a resume and letter of interest to carly@mthkc.com.