

# The University of Chicago

## Assistant Director of Development - Court Theatre – Requisition 082306

### General Summary:

Named "the most consistently excellent theater company in America" by The Wall Street Journal, Court Theatre is guided by a mission to discover the power of classic theatre. Underlying this mission is the goal of becoming the national center for classic theatre, where the arts community looks for leadership in the creation, production and study of classic plays. Through five main stage productions per season, it endeavors to make a lasting contribution to American theatre by thoroughly examining and imaginatively re-envisioning classic works to illuminate timeless themes and uncover immediately relevant messages. Court Theatre is the professional theatre in residence at the University of Chicago.

The Assistant Director of Development will coordinate special events and the annual fund for individuals, including direct mail and telefunding campaigns for the Court Theatre. Organize and execute 15-20 annual special events, including opening nights; staff a board committees; host donors and prospects at the theater; assist with corporate fundraising activities; and fulfill various administrative roles, including gift processing, maintaining donor records, tracking results and reporting on giving trends.

For more information on Court Theatre, please visit [www.courttheatre.org](http://www.courttheatre.org).

### Qualifications:

Bachelor's degree or higher required, preferably in arts management or similar; minimum of two years experience in fundraising or special events required, preferably for a theatre, arts, or similar; experience developing successful corporate, foundation or government grant proposals preferred; must exhibit professional, energetic and self-motivated demeanor; demonstrated strong interpersonal skills required; demonstrated passion for theatre and the arts required; comfort with and success in gift solicitation and donor cultivation, including working with volunteer support groups required; exceptional organizational, planning, and leadership skills required; excellent written, verbal, and presentation skills required.

### For more information and to apply:

<http://tr.im/Court09>

To be considered, all job seekers must meet the requirements and apply online.

*The University of Chicago is an Affirmative Action / Equal Opportunity Employer.*