



PANGEA

WORLD THEATER

POSITION DESCRIPTION

POSITION TITLE:	Development Director
ORGANIZATION:	Pangea World Theater
REPORTS TO:	Co-Artistic and Executive Director
STATUS:	Exempt
POSTING DATE:	December 9, 2022
SALARY RANGE:	\$75,000
BENEFITS:	Medical and Dental insurance and a 401K
HOURS:	This is a FT position. Position will be asked to work evening and weekend hours to help with Pangea activities.

About Pangea World Theater:

Founded in 1995 by Dipankar Mukherjee and Meena Natarajan, Pangea World Theater's mission is to build a just world by creating multi-disciplinary theater that embodies decolonizing practices of solidarity, sustainability, and equity. With a deep commitment to nurturing artists of color, Pangea's theater performances and arts-based community engagements transcend borders, bringing audiences together at the intersection of politics, art, and human rights to explore the relevant, often divisive themes of our times. Pangea works to build strong alliances across a broad spectrum of artistic and human rights organizations to create a powerful collective foundation for work that brings marginalized voices into the mainstream.

Pangea is entering a capital campaign to build a theater, community spaces, and offices to advance its mission in the heart of the Longfellow neighborhood. This open, flexible public space will engage the local community and support formal and impromptu gatherings in addition to public performances. Pangea seeks to build a destination that will be a place to gather and learn.

General Job Statement:

The Development Director serves as the chief fundraising and development officer for the organization. The Director will design and implement a comprehensive fundraising and development program that will include research of grants and requests for proposals, individual, corporate, and foundation giving, annual giving and direct mail campaigns, grant writing and report writing, and donor stewardship. The Director will be responsible to ensure the organization's fundraising program is robust, active, and meaningful to all participants.

Pangea is seeking a candidate who is culturally competent and has experience working with and in BIPOC communities.

Minimum Qualifications:

- Bachelor's degree in communications, marketing/public relations or journalism, required. Master's degree in nonprofit management, public relations, fundraising, or business administration is preferred.
- Minimum five years of experience in a non-profit leadership position as well as experience in grant writing, fundraising, event planning or other development-related duties.
- Demonstrated leadership ability to positively influence others to achieve results that are in the best interest of the agency.
- Proven management experience including: program planning, budget responsibilities, the ability to effectively manage details, and the organization of multiple projects.
- Demonstrated ability to secure federal and corporate grants for multi-year funding.
- Deep commitment to, high energy and enthusiasm for raising funds for a dynamic and growing organization.
- Exceptional interpersonal and team skills demonstrated by the ability to relate to people at all levels of the organization. Successful history of being comfortable with initiating conversations – in person and on the phone – with potential donors, foundation program managers, possible planned giving donors, etc.
- Must be a strategic thinker who is self-motivated, action oriented, detail oriented and results driven with excellent problem solving, perseverance and follow through, and ability to work with minimal supervision.
- Must be able to demonstrate the ability to think strategically and long-term and be able to translate long-term goals into short-term actions.
- Strong written and oral communication skills, and familiarity with public relations, marketing, external relations, and capital campaigns.

Skills, Knowledge and Abilities:

- Knowledge of current standards, practices and techniques of development and fundraising, including all applicable laws, rules, and policies especially for nonprofit organizations.
- Demonstrated knowledge and ability in developing and implementing aggressive, highly successful development and fundraising programs that produce results.
- Excellent analytical and organizational skills with a high degree of detail orientation.
- Ability to work successfully under deadlines and motivate others to perform at maximum efficiency without sacrificing quality.
- Knowledge of local and national funders required; some established relationships with funders preferred.
- Strong oral and written communication skills as well as sound judgment in all communications with employees, managers, clients, and others.
- Ability to work effectively in a team environment, developing and maintaining consistently effective working relationships internally and with external resources.
- Excellent judgment in highly confidential situations. Ability to deal effectively with highly sensitive and/or confidential employee information and situations.
- Ability and willingness to personally ask for contributions. Strong skills in flexibility, adaptability to thrive in a fast-paced, vibrant, and mission-driven work environment.

Major Duties & Responsibilities:

- Ensures that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision, and plans.
- Stays informed of philanthropic and fund development trends as well as the general fields of management and the not-for-profit sector.
- **Develop and Lead Overall Fundraising Strategy for Pangea**
 - Develop a balanced funding mix of donor sources and solicitation programs including individual, corporate, foundation and governmental sources tailored to the needs of the organization
 - Identify and research prospects to grow major gifts, collaborating with Artistic Directors and Board for cultivation and solicitation.
 - Facilitate and create individualized stewardship plans for existing donors at multiple levels to strengthen relationships and garner continued/additional support
 - Building relationships with donors
 - Establish performance measures and monitor results to evaluate the effectiveness of the organization's fund development program.
 - Provide oversight of all fund development activities including the development and implementation of an annual fundraising plan that includes individual, corporate, foundation, and government donors; manage day-to-day operations of the development function, and monitor adequacy of activities through coordination with staff, appropriate committees, and board.
 - Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.
 - Establishment of and compliance with the organization's own fund development and philanthropic principles, policies, and procedures.
 - Appropriately represent the organization to donors, prospects, regulators, development committee(s), and others.
 - Foster a smoothly operating development function through timely and effective resolution of disruptions.
 - Ensure attainment of the organization's fund development activities through the selection, development, motivation, and evaluation of staff and volunteers.
 - Design and assure implementation of cost-effective fund development programs, employing economy while maintaining an acceptable level of quality and solid return on investment.
 - Assure proper planning including goal setting, strategy identification, benchmarking, and evaluation to support fund development.
 - Assure development and creation of high-quality foundation, corporate and government proposals, and solicitation materials in a timely manner.
 - Assure design and maintenance of donor and prospect records, gift management systems, and informational reports. Assures design and implementation of cultivation, acknowledgment, and recognition programs.
 - Creation of publications to support development and fundraising activities.
 - In conjunction with Organizational Leadership, create content for Annual Report.
 - Collaborate with Executive Director to create annual development plan, budget, and procedures. Create and manage annual department budget.
 - Collaborate with Organizational Leadership and staff to ensure systems for tracking and reporting on performance and outcomes with various agencies, funders, and other required entities.
 - Other duties as assigned.
- **Grant writing and oversight**
 - Maintain the giving calendar for Pangea World Theater
 - Provide supervision and oversight of contract grant writer and development associate to ensure completion of grants and reports.
 - Build and maintain relationships with grant and foundation managers.
 - Set strategy for institutional giving with organizational and programmatic goals in mind.

- **Professional working relationship with Board of Directors**
 - Supervise/Coordinate Board Finance and Fundraising Committee and attend board meetings upon request.
 - Foster board member engagement with Pangea fundraising strategies.
 - Support Board members with development opportunities.
- **Sponsorship**
 - Design and implement sponsorship opportunities for events with development team (gala, productions, etc.).
- **Staff Engagement**
 - Assure stability by creating a working environment that is rewarding to staff and volunteers. Attract, train, and retain a high functioning staff team.
 - Work with marketing/communications team.
 - Lead the staff and board in storytelling about Pangea (i.e., creating and communicating mission moments).

Essential Skills:

- Computer literacy and familiarity with fundraising software (i.e., Salesforce, Pardot) and Survey/Evaluation Tools, Excel, and spreadsheets, Googledocs, etc.
- Highly skilled in the use of personal computers, Microsoft, and fundraising software.
- Fearlessness with technology and ability to learn new technologies (i.e., Asana, Sync, Googledocs, Dropbox).
- Organized, with attention to detail.
- Ability to work independently and in teams.
- Self-driven, able to multitask and lead others, while being a part of an ensemble.
- Analytical thinking and processing.
- Skilled in multiple ways of evaluation.
- Iterative ways of thinking – research, testing, iteration, measurement, and action.
- Consistent follow through with donors, staff, board

Work Environment and Organizational Culture:

Pangea World Theater is a relevant, nationally recognized theater that is responsive to community. We expect the same from all staff. The primary accountabilities listed above are likely to remain the same, but the methodologies listed are expected to evolve organically as the organization evolves.

We take a team-based approach to our work. All staff are expected to participate in projects across the organization and work with other teams as appropriate. We also expect staff to help with performances and events as needed.

We are committed to equity and have been since our founding. Justice and equity in our work as well as in our processes are expected. As we create new systems, we expect that the design will be undertaken with knowledge of oppressions that many people of color and immigrants have faced and continue to face and not replicate the same.

Experience working with or eagerness to work with multiple cultures and ways of being, seeing, knowing, and doing. We seek candidates with a sense of humor and lightness, a deep belief in our work and mission, a positive approach, and a sense of curiosity.

Organization Values

The following values and agreements have emerged over years of artistic, community-based work by Pangea World Theater through our Lake Street Arts! program. They are meant to guide our complex and adaptive systems, decolonize our worlds, and allow us to develop creative, relevant work together. We invite All of Our Relations, co-conspirators, and allies to join us.

1. We strive for artistic and creative excellence in our articulation of craft, life, and work.
2. We engage multiple aesthetics and mediums. Multiplicity is a source of power and process. We work with awareness of space: energetic, physical, and political. We do this with consciousness of Water, of Earth.
3. We honor the Circle. We aim to be authentic, responsible, and professional. We strive to be clear, flexible, culturally bold and accessible. We are flexible with emergent rules. Our plans come from, and feed conscious and pervasive evaluation.
4. Our practices in community engagement include engaging the whole body, mind, and spirit. We value personal interaction over technology.
5. We value collective wisdom through popular education and ensemble practice. We center Story within a global and multicultural context.
6. We commit to transformation at the individual and community level. The Arts are a most accessible community engagement strategy towards authentic, urban development.
7. Community Organizing involves capacity building. We value leadership in participating Immigrant, Indigenous, and People of Color communities. We function on shared power principles. In regards to working with collaborators, we are committed to naming and battling oppressions, and creating equitable partnerships.

Pangea World Theater is a member of the Twin Cities Theatres of Color Coalition (TCTOCC), proudly standing alongside New Native Theatre, Theater Mu, Penumbra Theatre, and Teatro Del Pueblo.

Pangea World Theater gratefully acknowledges that we are on the sacred traditional lands of the Dakota people. It is an honor to live, work and create art and community alongside Dakota, Ojibwe and other Indigenous people in the Twin Cities.

How to Apply:

This search is being managed by Creation In Common, LLC on behalf of Pangea World Theater. Please send a cover letter and resume to Dana Gillespie, Talent/HR Manager at dana@creationincommon.com. Please send any inquiries or questions to the same email address. **Deadline for submissions is January 13, 2022.**

IMPORTANT: In your cover letter please tell us why you are interested in this position, the major experiences that have prepared you for this job, and why you would be a good fit for Pangea World Theater.