

## **DIRECTOR OF DEVELOPMENT**

### **Historic Tennessee Theatre Foundation**



**DEPARTMENT:** Advancement  
**REPORTS TO:** Sr. Director of Advancement  
**LOCATION:** Knoxville  
**FSLA STATUS:** Exempt  
**SUPERVISORY**  
**RESPONSIBILITIES:** Development Associate

#### **JOB SUMMARY:**

Reporting to the Senior Director of Advancement and supervising the Development Associate, the Director of Development oversees all fundraising and development initiatives of the Historic Tennessee Theatre Foundation (HTTF), a nonprofit organization. The Director of Development plays an important role by leading all fundraising activities for the HTTF including community and corporate partnerships, major gifts, and grants.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

##### **Development**

- Develop and execute, in collaboration with the Senior Director of Advancement, a strategic fundraising plan to raise programmatic, operating, and sponsorship support.
- Lead all aspects of identification, cultivation, solicitation, and stewardship for a portfolio of approximately 50 funders and prospects, including leading the development of oral and written presentations as needed.
- Maintain accurate and timely institutional funding pipeline and outcome data for Development dashboard and KPIs, all in an effort to work with the Senior Director of Advancement to achieve annual fundraising and sponsorship goals.
- Support Senior Director of Advancement and Executive Director with relationship management of funders and prospects, as needed.
- Plan and execute Friends of the Tennessee Theatre/VIP donor social events throughout the year, with help from the Development Associate and Events team.

##### **Partnerships**

- Conceive, pursue, secure, and manage corporate sponsorship investments and other community partnerships, such as in-kind support or special projects with other entities, to achieve financial and mission-driven goals.
- Collaborate on major donor relations and major donor prospect development.
- Collaborate and maintain effective working relationships with board members, Theatre staff, and with other external stakeholders as needed.

##### **Grants (with assistance from Development Associate)**

- Manage grant application and reporting calendar and deadlines.
- Generate and maintain monthly and yearly reports as required by the grantor.
- Assist Education and Outreach staff in narrative writing for applications.
- Stay up to date on new grant opportunities.
- Track grant expenditures and budgets.

## **Marketing**

- Work closely with the Director of Marketing on any communications and messaging sharing the organization's nonprofit mission and encouraging donor participation.

## **KNOWLEDGE, SKILLS, & ABILITIES:**

- High proficiency in MS Office, website CMS, email marketing, and social media management.
- Must be able to become proficient in Little Green Light (LGL), current CRM.
- Demonstrated excellence in communication skills (written, verbal, interpersonal), with both internal and external parties.
- Demonstrated excellence in project planning and prioritization, attention to detail, critical thinking, independent decision-making.
- Occasional evening and weekend hours (2 – 4x monthly).

## **COMPETENCIES:**

- **Attention to Detail:** Diligently attends to details and pursues quality in accomplishing tasks.
- **Decision Making and Judgment:** Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
- **Teamwork:** Promotes cooperation and commitment within a team to achieve goals and deliverables.
- **Adaptability and Flexibility:** Adapts to changing business needs, conditions, and work responsibilities.
- **Accountability and Dependability:** Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.

## **PHYSICAL REQUIREMENTS:**

- Valid driver's license and reliable transportation required. This role requires the ability to drive to off-site venues and locations for programmatic needs (e.g.: schools for play/theatre performances, outreach venues, community partners, etc.)
- Ability to stand or sit for long periods; good mobility and stamina are essential.
- Ability to lift moderate weight (25-30 lbs.) for the purpose of moving outreach materials (brochures, banners, boxes, equipment).
- Computer literate with the ability to communicate via email, Teams messaging, phone, and text.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree required, preferably in marketing or communications.
- At least 7 years successful employment in fundraising, development, or related field.
- Established relationships in local market is a plus.
- Work in arts, entertainment, and/or media is a plus.

## **HOW TO APPLY:**

Please submit a cover letter and resume to Senior Director of Advancement, Nicki Collett at [ncollett@tennesseetheatre.com](mailto:ncollett@tennesseetheatre.com) by February 27, 2026.

## **ABOUT THE TENNESSEE THEATRE**

The Tennessee Theatre is an ornate, 1600-seat historic movie palace fully renovated into a multi-purpose performing arts venue. With over 220 booked days, it hosts more than 175 events annually, ranging from touring concerts, comedy, and Broadway; resident symphony, opera, and jazz performances; classic movies; children and family events; patron events; and private rental events. It is a treasured architectural landmark, a cultural cornerstone of the region, and an entertainment destination beloved by generations of audiences. The HTTF mission is to preserve, maintain, and operate the Official State Theatre of Tennessee as an arts and entertainment cornerstone for the cultural enrichment and enjoyment of all.

The Theatre is currently renovating a neighboring building (30,000 sf spread over seven levels) that will be physically connected to the Theatre building and be used primarily to enhance and expand Theatre programming (pre- and post-show receptions, private intermission lounges, rehearsal and educational spaces, and more) as well as additional private rental use. Completion and full activation of this building is expected in 1Q 2026.

The HTTF is committed to creating a welcoming and inclusive environment for all individuals. We celebrate diversity and are dedicated to fostering an atmosphere free from discrimination. We believe this enriches our organization and enhances our ability to fulfill our mission. Discrimination in any form is not tolerated, and we encourage all qualified individuals to apply for opportunities with us.

**DISCLAIMER:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice. This job description does not in any way constitute a contract or guarantee of employment.