

Outreach Manager Lincoln Theatre

November 2017

The mission of the Lincoln Theatre is to entertain, inform & inspire our diverse community through cinema, live performance & educational programs while preserving the historic Lincoln Theatre.

This full time exempt position reports to the Executive Director.

Primary job tasks:

- Become knowledgeable of local community groups, and coordinate with ED on staff involvement with these groups.
 - EDASC
 - City meetings
 - Downtown association
 - Chambers of commerce
 - Service clubs
- Joint Activity with Executive Director
 - Manage and support Events and Fundraising activities
 - Fundraising activities may be contracted
 - Brewfest on the Skagit
 - Producer's Night
 - Research, propose and input a donor management system
 - Manage contract event planning staff
 - Other fundraising activity
 - Development
 - Evaluates and strengthens the Theatre's existing donor programs to achieve revenue goals
 - Establish a quarterly plan for growing membership to 1,000 by 2020
 - Plan for sustaining membership numbers
 - Quarterly fundraising goals and plan for all Campaigns
 - Plan for building the endowment fund
 - Develop and implement general and sustaining marketing strategies
 - Grants
 - Take the lead role in developing and implementing a sustaining grant application process.
 - Writing of grants
 - Apply for a minimum of two major state (or charitable foundation) grants each year with the goal of receiving at least one.
 - Minimum of one other grant per year, ideal is 2+ grants per year in addition to minimum of one major.

Experience / Qualifications

- Minimum 2 years of Outreach Management or related experience, 5 years' experience preferred.
- Non-profit experience preferred
- Experience with public relations, marketing and public speaking
- Experience with Microsoft Office Suite

- Self starter, comfortable, willing and able to develop and implement creative approaches to investigating and applying for grants and other donor strategies (membership, sponsorship, etc.)

Salary:

- \$39k - \$44k DOE
- Full time position
- Health Insurance stipend