



*Skagit County's Historic Performing & Cinematic Arts Center  
Post Office Box 2312 · 712 South First Street  
Mount Vernon Washington 98273  
360.419.7129 · lincolntheatre.org*

## **LINCOLN THEATRE CENTER FOUNDATION DEVELOPMENT DIRECTOR**

### **POSITION SUMMARY**

The **Development Director** oversees the planning and implementation of all matters related to the Lincoln Theatre Center Foundation's development programs. Primarily, they are responsible for securing sponsors, writing grant applications, growing the Lincoln Theatre membership base, and building donor relations.

This full-time, permanent position is paid \$27 hourly and reports to the Executive Director.

### **ESSENTIAL DUTIES**

- Manage all capital campaigns – currently, the “Keep Cool Campaign,” which will update HVAC, improve fire suppression and increase ADA access throughout the theatre.
- Create and propose to the Executive Director and the Board of Directors a development plan for the Lincoln Theatre Center Foundation.
- Retain and recruit membership.
- Promote and secure event sponsorships.
- Develop and implement a sustaining grant application process, writing and tracking grants that support the capital campaign and operations.
- Evaluate and strengthen the Theatre's existing donor programs to achieve revenue goals.
- Manage all fundraising events and activities.
- Provide timely reports to Executive Director on development activities and progress toward goals, and present reports at meetings of the Board of Directors.
- Marketing, communication, and outreach tasks as assigned.

### **QUALIFICATIONS**

- Minimum three (3) years of experience (or equivalent combination of education and experience) in development and fundraising; previous experience in a non-profit organization is preferred.
- Exceptional verbal and written communication skills.
- High school diploma or G.E.D.; undergraduate degree preferred.
- Experience with budgets and financial documents.
- Ability to work well both independently and collaboratively.
- Strong organizational and multi-tasking skills.
- Proficiency with Microsoft Office Suite and social media platforms, as well as a working knowledge of database management.

**Successful candidates will have:**

- Diverse background in the development field and successful track record of soliciting major gifts with foundations, corporations, and individuals; capital, endowment, and planned giving experience preferred.
- Demonstrated success in building an individual donor base.
- Desire and ability to engage with a diverse community of patrons, sponsors, businesses, and donors, and actively pursue development opportunities in both likely and unlikely places.
- Ability to consistently acquire grants due to effective and compelling applications
- Proactive attitude and approach to all responsibilities under their purview.
- Genuine curiosity and ability to suggest improvements and contribute to the success of the Foundation.

**ABOUT THE LINCOLN THEATRE**

The Historic Lincoln Theatre is a beautifully restored, 500-seat vaudeville and silent movie theatre built in 1926 and located within the business district of downtown Mount Vernon in the Skagit Valley, Washington. The Lincoln Theatre hosts an annual audience of more than 40,000 patrons and visitors.

The Lincoln has diversified programming and community partnerships and an aggressive expansion strategy that mirrors ambitious efforts by local business and government to further revitalize Downtown Mount Vernon and bring visitors to the Skagit Valley.

The Lincoln Theatre is a 501(c)(3) non-profit organization operated by the Lincoln Theatre Center Foundation with its Board of Directors. It is owned by the City of Mount Vernon and was placed on the National Register of Historic Places in 1989.

The mission of the Lincoln Theatre is to entertain, inform and inspire our diverse community through cinema, live performance, and educational programs, while preserving the history and heritage of the theatre itself.