



Job Description

Job Title: Director of Donor & Sponsor Relations

Department: Development

Reports to: Vice President of Development

FLSA Status: Exempt, salary

MISSION:

The mission of The Tobin Center for the Performing Arts, a non-profit arts organization, is to provide a world-class venue that promotes a diverse range of cultural, educational, and artistic experiences that improve the quality of life in San Antonio. To fulfill its mission, The Tobin Center established Tobin Entertainment LLC to generate additional financial support for Tobin Center programs and ensure quality arts entertainment is available to the public in performing arts centers and other venues throughout the United States.

DESCRIPTION:

Situated along the banks of the San Antonio River in the heart of the city, The Tobin Center for the Performing Arts transformed arts in San Antonio. Its stunning architecture, creative interior design and lighting, exceptional acoustics, and blockbuster talent from around the world attracts widely diverse audiences from San Antonio and the region.

The remarkable flexibility of the 1,750 seat H-E-B Performance Hall, with its distinctive “flat-floor” capability, opens the door for performances and events of almost any sort. The acoustics can be “tuned” to fit the performance and the physical set-up of the performance hall; and the sound insulation throughout The Tobin Center enables simultaneous use of the Performance Hall, the Studio Theater, and the River Walk Plaza.

Audiences can see and hear performers and performances of every kind at The Tobin Center for the Performing Arts.

The Tobin Center includes three venues:

- The H-E-B Performance Hall is a 1,750-seat performance space with excellent sound capabilities, adjustable for both acoustic and amplified musical presentations. The main floor converts from traditional theater seating to a flat-floor concept

capable of seating more than 600 for banquet or cabaret style events or up to 1,050 for a general admission standing-room event.

- The Carlos Alvarez Studio Theater is a 300-seat studio theater with numerous flexible-seating options and arrangements.
- The Will Naylor Smith River Walk Plaza is an exterior venue along San Antonio's River Walk that is ideal for films, concerts, and events. The plaza can accommodate seating for 600 people and includes a state-of-the-art 32-foot video wall.

TOBIN ENTERTAINMENT LLC:

Tobin Entertainment LLC., the off-site tour and promotion division of The Tobin Center for the Performing Arts, was created to generate additional financial support to drive meaningful change in San Antonio through Resident Companies, Generation Next, and diverse community outreach.

Tobin Entertainment partners with performing arts centers and other venues all over the United States to bring quality entertainment to the public. Tobin Entertainment LLC currently operates in 70 cities in 29 states nationally.

POSITION SUMMARY:

The Director of Donor and Sponsor Relations is a seasoned, “roll-up-your sleeves” development professional with expertise in corporate sponsorships, fundraising events, and donor stewardship. The Director will work with departmental staff to identify, cultivate, and solicit corporate and individual donors and donor prospects. The Director manages systems and structures for donor stewardship, cultivation, and special events and assists in driving an ongoing conversation about fundraising vision, strategy, and idea generation to meet current goals and guide growth for the future.

Reporting to the Vice President of Development, the Director will have significant revenue-generation, relationship building, stewardship, strategy, and implementation responsibilities, including prospect identification, solicitation, agreement execution, and relationship growth. With the support from the development team, this role takes the lead in executing the Annual Benefit Concert. Experienced in nonprofit development, in particular corporate sponsorships, the ideal candidate is passionate about the arts in San Antonio.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Proactively implements a plan for creating and expanding annual corporate sponsorship programs to identify and secure corporate sponsorships and memberships.
- Identifies unique potential performance series for corporate sponsors.
- Envisions new sponsorship deliverables that increase corporate ROI.
- Ensures proper fulfillment of sponsorship deliverables and activation, complex agreements with major sponsors, contractual obligations, proper crediting in all

print and digital materials to foster long-term engagement with corporate partners.

- Analyzes sponsorship results and produces sponsorship fulfillment reports.
- Working alongside the VP of Development and the rest of the team, the Director takes a leadership role in the preparation of annual development goals, objectives, and strategies to identify donors, prospects, and new members.
- Aggressively fundraises to attain annual revenue goals for operating, special projects, annual fundraising event(s), and education programs.
- Builds, develops, and implements donor cultivation and stewardship strategies to create meaningful relationships with Tobin Center supporters.
- With support from the development team, this role oversees the execution of the Tobin Center Annual Benefit Concert, with annual net revenue goals over \$300,000 and an average of 60 sponsors, 75% of which are corporate.
- Engages key volunteers and utilizes marketing, events, and other activities to tell the Tobin's story in a compelling way to engage donors.
- Attends Tobin Center performances to steward and cultivate donors.
- Qualifies prospects for potential major gift capacity and interest; curates and schedules appropriate involvement of the VP of Development, CEO, and other key staff members.
- Oversees prospect research as needed for potential corporate and individual funding opportunities.
- Crafts customized proposals that creatively and distinctly communicate unique opportunities.
- Cultivate a deep understanding of The Tobin Center's history, programs, and vision in order to provide donors and prospects with an authentic view of the organizations purpose and role in the community.
- Supervises all fundraising and membership events.
- Manages 1-2 direct reports.
- Performs other duties as required.

QUALIFICATIONS:

- Must have a bachelor's degree with a minimum five years of proven experience in direct fundraising.
- Excellent organizational skills and high attention to detail.
- Prior experience working in a performing arts organization highly desirable.
- Strong persuasive writing and budgetary skills.
- Experience with the analysis, synthesis, and clear communication of information through sponsorship materials.
- Demonstrated record of success in generating significant commitments from donors, sponsors, and corporations.
- Highly motivated self-starter, hard worker with a high energy level; a "doer" with a willingness to work hands-on in developing and executing a variety of development activities.
- A visionary and strategic thinker with an entrepreneurial approach to fundraising.

- Ability to initiate and build relationships with prospective donors and interact via telephone and in person with funders, an excellent networker and negotiator.
- Possess high standards of integrity, credibility, and reliability to articulate the needs, opportunities, and aspirations of the Tobin with clarity and enthusiasm.
- Possess ability to work on multiple projects simultaneously, set priorities, and meet short deadlines with limited supervision.
- Experience with database management and other advanced technology platforms.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations.
- Ability to maintain a high level of professionalism when giving presentations or public speaking.

Performance Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Leadership** – Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
- **Initiative** – Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge.
- **Judgment** – Uses discretion in making decisions within the scope of their job. Refers decisions beyond this scope to supervisor.
- **Communication Skills** – Includes the ability to express ideas effectively whether face-to-face or in writing in both individual and group situations. Communications are conveyed in a clear and concise manner to the audience. Adjusting tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed.
- **Planning and Organization** – Ability to schedule workload, set priorities and manage time in order to complete assignments and fulfill responsibilities.
- **Management of Resources** – Ability to use time, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to incumbent job responsibilities.
- **Customer Focus** – Interaction with internal and external customers. Requires putting yourself in the customer's place, anticipating and meeting needs quickly and accurately. It also means following up and monitoring situation to be sure the customer is satisfied.
- **Teamwork** – Ability to interact and develop relationships with co-workers, give and receive constructive input, contribute ideas and viewpoints, adapt to changing circumstances and expectations and commitment to understand and remedy interpersonal conflicts.
- **Work Habits** – Demonstrates commitment, dedication, cooperation, positive behavior, adaptability, and flexibility with changes in jobs and duties. Being able to

anticipate change and bring about changes when they are needed with proper professionalism.

- **Creativity** – Uses unique approaches and inventiveness. Seeks new alternatives and ideas. Takes appropriate action, and is efficient, resourceful, and creative in attaining position objectives. Ability to be self-directed.
- **Business & Organization Knowledge** – Having knowledge of The Tobin's business involves understanding our industry and how the incumbent's position and knowledge plays an important role in the success of the organization. It also includes the ability to acquire new knowledge of our industry and using this information to get things done.

Work Environment and Physical / Mental Activities:

- Climate controlled office environment; Minimal exposure to inclement weather. Regular work hours that can include evenings and weekends. Exposure to computer screens.
- Ability to operate assigned office equipment and to adhere to all safety guidelines.
- Standing, walking, sitting for prolonged periods of time; reaching, stooping, bending, kneeling, navigating stairs, hand and finger dexterity, clear speech, hearing / listening.
- Clarity of vision with the ability to bring objects into sharp focus; color perception.
- Intense concentration over extended periods of time that can include frequent interruptions for questions and advice. Stress associated with competing priorities and time deadlines is occasionally an element of this position which must be recognized and successfully managed.
- Ability to lift up to 30 pounds.
- Ability to maintain confidentiality and discretion.

Machines, Tools, Equipment and Work Aids: Representative but not all inclusive of those commonly associated with this position are computer, printer, copier, hand radio, and telephone.

Communication:

An Application for Employment must be filled out in order to be considered for employment. The Tobin Center Application may be found at www.tobincenter.org under the "About" tab. Please send an availability schedule and resume in addition to your application.

Mail Application to The Tobin Center Administrative Offices at:

115 Auditorium Circle

San Antonio, TX 78205

Attn: LuAnn Stidham

Or email to: LuAnn.Stidham@tobincenter.org