

The Development Manager is a member of the Orlando Fringe's administrative team reporting to the Executive Director. He/she/they will be responsible for maintaining and cultivating current funding streams as well as researching and applying for new areas of funding. The Manager will also be responsible for developing effective working relationships with donors, volunteers, government and foundation representatives and others to nurture their connection to the organization. This position supports the annual Orlando International Fringe Theatre Festival as well as year-round activities.

KEY RESPONSIBILITIES

- Design, implement and oversee all fundraising activities including planned, annual and deferred giving approaches to individuals, foundations and corporations.
 - Develop/ deepen ties with the community; in tandem with the Executive Director and Board leadership, act as a spokesperson for the organization within the community -- to government, prospective and current funders, and others.
 - Achieve and exceed annual patron financial goals.
 - Write and manage grant proposals to achieve grant objectives, including all reporting and deliverables.
 - Provide stewardship and donor cultivation throughout the year to connect and grow the donor base.
 - Perform a variety of skilled administrative and clerical duties directly related to development activities. These include maintaining donor databases, developing/sending mass communication, organizing and participating in special events, procuring and coordinating donated items, acknowledging gifts and donations, surveying, and creating reports that can be used for donor analysis (corporate campaign, comparative giving, etc).
 - Provide guidance and support to fundraising committee members on specific focus areas throughout the year.
 - Research donor prospects - report and follow-up accordingly.
 - Monitor and maintain databases and all records, files, gift processing, surveys and recognition.
 - Create and manage the Club Fringe Lounge at the May Fringe Festival
- Note: This job description delineates only major task components, and is subject to modification. It does not exclude or describe the nature of supporting activities that the Development Manager may be involved in to meet the overall objectives.

SALARY AND HOURS

- The position is based at the Orlando Fringe administration office, 812 E. Rollins St. Suite 300, Orlando, FL 32803.
- This is a full-time, salaried position, and reports to the Executive Director.

- Salary range \$42,000-\$50,000, commensurate with experience.
- Health benefits package available.

SKILLS/QUALIFICATIONS

- Demonstrated customer service and communication skills
- Demonstrated computer skills with proficiency in Microsoft Word, Excel and Google Suite
- Demonstrated grant writing experience
- Proven experience with donor relations
- Willingness to work flexible and varied hours
- Ability to work well under pressure and work independently
- Demonstrated dependability and attention to detail
- Knowledge of non-profit business model a plus
- Knowledge of donor database systems a plus
- Position may require light lifting, and use of automobile
- Enthusiasm for working in a creative organization
- Ability to work on own initiative and as part of a team
- Ability to work quickly, accurately, and efficiently

ABOUT THE ORGANIZATION

The Orlando Fringe produces The Orlando International Fringe Theatre Festival, the longest running Fringe in the United States. It is a member of the Canadian Association of Fringe Festivals (CAFF), United States Association of Fringe Festivals (USAFF) and the World Fringe Association and follows the CAFF mandate to remain 100% unjuried, 100% uncensored, 100% accessible for artists and audiences alike, with 100% of ticket sales given back to the artists. Orlando Fringe is a 501(c)3 non-profit organization, and receives generous funding from Orange County Arts & Cultural Affairs, United Arts of Central Florida, City of Orlando, and the State of Florida Division of Cultural Affairs.

RESUME & COVER LETTER

Please submit a resume and cover letter by Tuesday, August 31, 2021.
Email resumes to: Alauna Friskics, Executive Director:
alauna@orlandofringe.org. No phone calls please.