

## INTRODUCTION

Motus Theater's mission is to create original theater to facilitate dialogue on critical issues of our time. We aim to use the power of art to build alliances across diverse segments of our community.

Our award-winning performances and projects have moved important local and national debates about marginalized local histories, and immigration reform.

- [Law Enforcement Leaders Read 'Do You Know Who I Am?'](#)
- [It's Only a Paper Moon Hanging Over Immigration History](#)
- [SALSA Lotería](#)
- [Do You Know Who I Am?](#)
- [Rocks Karma Arrows](#)
- [One Action 2016: Arts + Immigration Project](#)
- [One Action 2012: Niwot's Arrow](#)

## JOB DESCRIPTION

**Development & Communications Manager**  
May 2018

### Position Description:

The **Development & Communications Manager** is a new role at Motus Theater. The **Development & Communications Manager** will be responsible for two areas:

1) Raising funds and implementing development processes to support the organization, as well as an exciting new **UndocuAmerica** performance and media project that is expected to launch in September 2018. Motus Theater's annual budget is currently \$176,000, with an anticipated increase of \$125,000 to support the new **UndocuAmerica** project.

And 2) Developing and implementing a communication strategy that advertises and educates a wide range of audiences about Motus Theater and, particularly, the **UndocuAmerica** project.

The position works in collaboration with Motus Theater's Producing Director, Artistic Director, and the board of directors, and is supervised and evaluated by the Producing Director.

This position is new for Motus Theater and could be either full-time or part-time (with a reduced scope of responsibilities) for the right candidate. This position will begin as a one-year contract position (40hrs/week), with opportunities to revise and extend the position at the end of the contract period. Compensation is competitive and commensurate with experience.

## **Specific Responsibilities:**

**Fund Development – shape, manage and drive the implementation of a successful fundraising strategy to support organizational and project development needs, including:**

- Develop and manage annual fundraising plan for Motus Theater, including our new ***UndocuAmerica*** project.
- Secure financial support from individuals, foundations, and corporations, with special focus on cultivating a large base of annual individual donors.
- Manage, oversee or execute data entry and gift processing.
- Develop and maintain ongoing relationships with major donors.
- Oversee organization of annual fundraiser and support board with fundraising events, such as house parties and Motus Meals.
- Develop calendars, plans, and marketing material for fundraising events and appeals.
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Support organization with creating annual expense and revenue budget.

**Communications - shape, manage and drive the implementation of an effective outreach, press and communication campaign to educate and cultivate community support, including:**

- Develop and implement cost-effective marketing and outreach strategies to communicate with a wide range of constituencies through printed and electronic media.
- Create, write, edit and produce press releases, and printed materials including annual report (with a focus on communication relevant to our ***UndocuAmerica*** project).
- Communicate and collaborate with a range of people and organizations, including immigrant rights leaders, artists, business leaders and journalists to encourage their participation in and promotion of Motus Theater's programs in the community.
- Use data that reports on the impact of current immigration policy on undocumented and documented peoples to encourage audience members to get more involved in Motus Theater performances.
- Maintain organization's website, online publications, and social media.

## **Qualifications:**

- BA (required) or MA (a plus) in relevant field.
- Five-plus years of experience in development and/or communications

- Demonstrate excellence in organizational, managerial, and communication skills.
- Excellent written and verbal communications skills  
. Excellent public speech skills.
- Experience with grant writing and individual donor development.
- Ability to manage timelines and project budgets effectively.
- Capacity to manage multiple projects simultaneously.
- Excellent computer skills, including proficient use of Word, Excel, PowerPoint, Squarespace, and Donor Snap or Salesforce database
- Experience with website and newsletter production and message development.
- Interest in and commitment to immigration rights, and socially engaged arts.
- Ability to work well with diverse individuals and balance a variety of needs.

## **HOW TO APPLY**

Please submit resume, cover letter, and references, as well as short answers to the following application questions, to [info@motustheater.org](mailto:info@motustheater.org). Our new priority deadline is June 15th, 2018, but we'll continue accepting applications until the position is filled.

### Application questions

1. What is your experience working with diverse, multiracial, cross-class, or immigrant communities?
2. What experience do you have, if any, helping an organization grow its programs or fundraising activities to meet ambitious goals?
3. What experience do you have, if any, raising funds for arts, social justice, or immigration rights organizations?