



# Development Manager

Organization: Penfold Theatre  
Location: Round Rock, TX  
Job Type: Part-Time  
Salary Range: \$25-\$30 per hour

## Position Summary

You are seeking a flexible, part-time position where you can exercise your skills as a fundraiser and your passion for the arts in balance with your other pursuits. In this role, you will enable Penfold Theatre to fulfill its mission by meeting annual fundraising goals and building strong, long-term relationships with existing and potential donors.

## Responsibilities

**Development Strategy and Operations.** The Development Manager assists the Producing Artistic Director and Board Development Committee in creating and implementing the annual development plan and in building and refining internal fundraising systems as needed.

**Donor Cultivation and Stewardship.** The Development Manager maintains donor records in a CRM system. They serve as a key relationship manager, meeting with donors and sponsors to secure gifts, and provide administrative support for board members doing the same. They also manage appreciation systems and collaborate to develop and implement fundraising campaigns.

## Qualifications

### Required Qualifications

- 1-3 years experience in nonprofit fundraising
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills

### Preferred qualifications

- Experience in nonprofit fundraising in the Austin/Round Rock area

## Hours & Compensation

The Development Manager is a part-time, hourly employee starting at 20 hours per week. Compensation is \$25-\$30 per hour, based on experience. Benefits include a flexible, hybrid schedule and paid leave in a fun, collaborative work environment.

## **How to Apply**

Please submit a cover letter and resume to [hire@penfoldtheatre.org](mailto:hire@penfoldtheatre.org). No calls please.

## **About Penfold Theatre**

Penfold Theatre Company is the home for performing arts in Round Rock, Texas. As an award-winning 501c3 nonprofit theatre producer, we've been telling intimate stories of empathy and hope for the past seventeen years. Then, in the fall of 2024, we opened Round Rock's first professional theatre venue, which has allowed us to greatly expand our mission and impact. We now host our own work alongside premier Central Texas producers of theatre, music, dance, comedy and magic. Please join our team to build the future of the performing arts in Central Texas!