

Sioux Falls State Theatre

Full-Time Development Manager

The Sioux Falls State Theatre is seeking an organized, detail-oriented, and people-focused Development Manager to support the fundraising, membership, donor relations and patron service efforts of our historic nonprofit cinema.

Summary:

The Development Manager supports the State Theatre's fundraising and development efforts with a focus on donor and membership management, gift processing, sponsorship tracking, and patron services. This position works closely with the Executive Director and Theatre staff to maintain strong relationships with donors, members, sponsors, and patrons while supporting the long-term sustainability of the organization.

Key Responsibilities

- Maintain accurate donor, member, sponsor, and prospect records within the Theatre's database.
- Process and track donations, memberships, pledges, sponsorships, and other contributions.
- Prepare acknowledgment letters, tax receipts, renewal notices, and other donor correspondence.
- Manage the administrative needs of the membership program, including renewals, benefits, and member communications.
- Provide friendly and professional service to donors, members, sponsors, and patrons by phone, email, and in person.
- Coordinate annual giving campaigns, fundraising appeals, direct mail, and donor communications.
- Assist the Executive Director with donor cultivation, stewardship, sponsorship outreach, and follow-up.
- Manage sponsorship records, agreements, benefits, recognition, and fulfillment.
- Support grant research, applications, reporting, tracking, and recordkeeping.
- Assist with fundraising events, donor gatherings, development reporting, mailings, and other administrative or patron service needs.

Hours: 40 hours/week

Compensation Salary: \$45k - \$55k

Benefits: Health Insurance, Paid Time Off, Vision Insurance, Dental Insurance

Desired Qualifications

- Strong organizational skills with excellent attention to detail and the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Friendly, professional, and comfortable working directly with donors, members, sponsors, and patrons.
- Experience with database management, CRM systems, donor software, or similar recordkeeping systems preferred.
- Experience in nonprofit development, fundraising, membership, customer service, administration, or a related field preferred.
- Strong computer skills, discretion with confidential information, and comfort learning new systems.
- Ability to work independently while collaborating as part of a small, flexible team.
- Passion for community, historic preservation, film, the arts, or nonprofit work, with occasional evening and weekend availability.

How to Apply

Interested candidates should submit a cover letter and resume to:

Allison Weiland, Executive Director

Sioux Falls State Theatre

allisonw@siouxfallsstatetheatre.org

Applications will be reviewed as they are received.