

MUSICAL THEATRE GUILD (MTG)

A non profit theater company is seeking a

DIRECTOR OF DEVELOPMENT (part time)

MAJOR FUNCTION AND PURPOSE

Responsible for grant applications and funding development.

ESSENTIAL JOB FUNCTIONS

- * Research grant programs.
- * Write funding applications for the James Irvine Foundation Grant (March 2010) and the DCA (Cultural Affairs Development of Los Angeles (July 2010).
- * Prepare invoices and reports for LA County Arts Commission Grant.
- * Provide timely advice and information on funding opportunities, requirements and procedures.
- * Collaborate in defining and implementing project funding strategies and company needs.

PAYMENT FOR SERVICES

Director of Development will receive \$4,600 in two payments. (March and August, 2010)

Potential income growth will be based upon successful grant awards and fund raising activities.

QUALIFICATIONS

- * Grant writing experience.
- * Computer skills
- * Knowledge of Musical theatre (preferred)
- * Familiarity with school districts and educational programs (preferred)
- * Experience in fund raising campaigns
- * Organizational skills

Please submit resume or letter of interest by November 1, 2009. to lilaleesilvern@att.net

<mailto:lilaleesilvern%40att.net>