

TimeLine

Theatre Company

POSITION GUIDE

Director of Development

ABOUT TIMELINE THEATRE

Founded in April 1997 with a mission to present stories inspired by history that connect with today's social and political issues, TimeLine seeks to continue the extraordinary legacy of Chicago not-for-profit theatre companies that started small, dreamed big, and matured into prominent institutions that enrich the cultural landscape of the city. Now celebrating its 28th season, TimeLine has emerged as a leader in the Chicago theatre community, distinguished by its unique mission and reputation for artistic excellence and sophisticated business management. The heart of TimeLine is their team of Company Members, who work closely together to shape the artistic vision and choose the programming for the organization.



TimeLine produces four subscription-series productions each season, as well as the [TimePieces](#) play reading series, and the [Living History Education Program](#) in Chicago Public Schools. Over its history, TimeLine has produced more than 90 plays, including 14 world premieres and more than 42 Chicago premieres that have received 62 Jeff Awards (including eleven for Outstanding Production), in addition to numerous other artistic and business awards. Critical praise for TimeLine's work includes a recent four-star review of *Falsettos* from Chris Jones of the Chicago Tribune that calls the show, "one of the best Chicago productions of the year."

TimeLine strives to embody its vision and values, which include commitment to inclusion and embracing diversity in all its forms, and has been lauded by the Chicago Tribune as a "savvy and growing

MISSION

TimeLine Theatre Company presents stories inspired by history that connect with today's social and political issues. Our collaborative organization produces provocative theatre and educational programs that engage, entertain, and enlighten.



company, where more and more Chicagoans have come, with reason, to trust the power, truth, and integrity of the work.”

TimeLine Theatre Company has three branches at the heart of its operations: a Board of Directors; a team of Company Members; and an administrative staff. All three bodies serve TimeLine’s mission, and while each has its own clearly defined role and works independently, it is imperative for the health of the organization that all three bodies also work in tandem and in harmony. The executives in charge of developing the artistic vision and overseeing TimeLine’s operation are the Artistic Director and the Executive Director.

VISION

To be a prominent civic and artistic leader in Chicago and nationally, distinguished for creating experiences that make connections across our diverse communities and spark reflection and dialogue about the intersection of past, present, and future.

TimeLine Theatre’s New Home

TimeLine has begun construction on the first home of its own at 5033-5035 North Broadway in Chicago’s Uptown neighborhood. Now in the final phase of “It’s Time: The Campaign for TimeLine’s New Home,” more than \$40 million has already been committed towards the project goal of \$46 million. This campaign will allow TimeLine to create a dynamic home to grow and innovate, scheduled to open in early 2026. Elevating everything audiences have loved about TimeLine and supporting new artistic possibilities, this new center for theatre, education, and community engagement will feature a 250-seat fully-flexible performance space, expanded areas for education and audience engagement, a café and bar, exhibit galleries, as well as office, rehearsal, and production support spaces, plus vacant land for potential future expansion.

To learn more about TimeLine’s new home and progress to date, we invite you to explore [here](#).

THE POSITION

A vital member of the Senior Management Team, the Director of Development reports directly to the Executive Director, [Mica Cole](#), and works closely with the Artistic Director, [PJ Powers](#), and TimeLine’s [Board of Directors](#). This position is responsible for all the strategic direction, development, organization, promotion, implementation, expansion, and assessment of all philanthropic avenues to increase financial support for the theatre. This Director leads all aspects of the organization’s fundraising plans including but not limited to major gifts, annual giving, the





KEY FACTS

- **\$2.5M** Annual Budget
- **15** FTE
- **20** Member Board of Directors
- **90+** Productions over 27 years

capital campaign, corporate/foundation relations, grants, sponsorships, planned giving, and special events. They share responsibility with the Executive and Artistic Directors for stewarding key philanthropic relationships.

The Director of Development provides overall leadership and supervision to a development staff of two; current direct reports include the Director of Donor Engagement, [Rosie Schultz](#), and the Institutional Giving Manager, [Leah Taylor](#).

Peers to this position on the Senior Management Team include the Director of New Home Development, Managing Director, and Director of Marketing and Communications. All employees are expected to champion TimeLine Theatre's mission, vision, values, and [antiracism work](#).

RESPONSIBILITIES

The Director of Development will have the following responsibilities:

- Partner with the Executive and Artistic Directors to clearly define TimeLine's strategic philanthropic direction and vision.
- Establish and execute a comprehensive strategic development plan in collaboration with the Executive and Artistic Directors, Board, and staff to cultivate new donors and maximize the capacity of existing donors.
- Represent TimeLine by building the profile of the theatre and amplifying the brand of the organization by acting as a liaison with donors, foundations, corporations, and the community.
- Obtain new revenue funds for the organization through the acquisition of gifts and by diversifying contributed revenue streams. Maintain an active portfolio of major donors, including a mix of individuals, corporate partners, and foundations.
- Provide leadership to the Development team; manage, coach, and mentor team members to achieve aspirational yet attainable goals and support them as they advance their career development.
- Lead department meetings, provide on-going feedback to direct reports, complete performance evaluations, and adhere to legal and organizational management policies and procedures.
- Work closely with staff, Board, and other volunteers to maximize the effectiveness of TimeLine's special events, which may range from small cultivation events and opening night parties to the annual Step Into Time gala, to help develop, attract, and retain donors.
- Ensure Patron Manager and Classy, TimeLine's databases, are accurate and appropriately managed for ongoing stewardship, moves management, and accurate reporting.
- Partner with the marketing team to create consistent, appropriate messaging to engage donors and subscribers.
- Develop, implement, and communicate annual and long-range strategic fundraising plans to meet identified goals, building on existing programs and incorporating new opportunities.



QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- A genuine commitment to the mission, vision, and values of TimeLine Theatre and an interest in the arts in general.
- At least six to eight years of progressive leadership experience in development or advancement; experience in theatre arts would be an advantage.
- Proven track record of achieving revenue goals, major gift solicitation, and donor cultivation; thorough understanding of a diversified funding base.
- Demonstrated ability to prospect, cultivate, and manage new donors, while effectively stewarding and re-engaging TimeLine's existing donor base.
- The ability to work effectively with Board, donors, volunteers, and staff, and an eagerness to take an active, public role in the cultivation and solicitation of donors.
- Experience designing and implementing procedures, processes, and policies to guide a team to success.
- The flexibility to welcome and embrace change, and a willingness to work in a fluid environment; creative problem-solving skills, energy, and an entrepreneurial spirit.
- Demonstrated success in building productive, collaborative, long-term relationships with senior leaders, staff, board members, volunteers, and donors.
- A flexible and creative workstyle that

MAJOR OBJECTIVES

Within the first 12 to 18 months, the Director of Development will achieve the following major objectives:

- Build strong, trusting relationships with the Executive Director, Senior Leadership Team, Board, Development team, and key donors; establish a visible and dynamic presence as a leader throughout the TimeLine Theatre community, and throughout the Chicagoland arts, business, and philanthropic communities.
- Work closely with the Executive Director, Artistic Director, and Development team to oversee all fundraising, campaign strategies, goal setting, planning activities, and solicitation of major and principal gifts based on ambitious yet achievable goals.
- Continue to foster key donor engagements to complete the final phase of TimeLine's capital campaign and build excitement around the theatre's new home in Chicago's uptown neighborhood.
- Generate diverse and increasingly larger donor profiles in and outside of the Chicagoland area to increase annual giving 10% year over year.
- Develop a comprehensive annual fund strategy with a focus on turning campaign donors into annual fund donors.





prioritizes both relationships and results.

- Persuasive writing and verbal skills, including public speaking; strong interpersonal skills.
- A demonstrated leadership and commitment to advancing Diversity, Equity, Inclusion, and Access (DEIA), including experience interacting empathetically with interested parties of varying views and backgrounds, and pursuing measurable outcomes that advance Timeline's values. An understanding of antiracism principles and adoption of practices to address bias and inequity.
- Comfort and familiarity with Development technology and donor database management software, ideally Patron Manager.
- An existing knowledge of—or ability to quickly learn—Chicago's philanthropic landscape.
- Willingness and ability to travel when needed.

COMPENSATION AND BENEFITS

The salary range for this position is \$105,000 – \$120,000 and is based on skills, qualifications, and experience. Timeline Theatre offers a wide range of benefits which include, but are not limited to, medical, dental, vision, life insurance, optional 403(b) retirement, a generous paid leave policy, and professional development support.

VALUES

- **Accessible** – Advancing access in all its forms
- **Antiracist** – Prioritizing racial equity and inclusion as we build a just future
- **Collaborative** – Nurturing wellness in a humane and caring culture
- **Exceptional** – Pursuing excellence and innovation in everything we do
- **Fiscally Responsible** – Ensuring effective stewardship of our resources
- **Inclusive** – Welcoming people of all identities
- **Intimate** – Creating a close connection between art and audience

CONNECT



<https://timelinetheatre.com/>



APPLICATION

TimeLine Theatre has retained Campbell & Company to conduct this search. The team for this project includes Sarah Beraki, Vice President; Joey Scheiber, Senior Consultant; and Kris McFeely, Managing Director.



SARAH BERAKI
Vice President



JOEY SCHEIBER
Senior Consultant



KRIS MCFEELY
Managing Director

APPLY NOW >

Use the button above or visit www.campbellcompany.com to learn more about this opportunity.

EQUAL EMPLOYMENT OPPORTUNITY

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry, marital status, citizenship, disability, military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

If you need reasonable accommodation during our application, hiring, or onboarding processes, please contact Joey Scheiber at joey.scheiber@campbellcompany.com



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for three consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **belonging, collaboration, curiosity, and rigor**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

Visit us at campbellcompany.com and connect with us on LinkedIn, Twitter, Facebook, and Instagram.