

Theatre Cover Letter

57410 Hauck Road East Edmond, DE 70017

Dear Landry Durgan,

I would like to submit my application for the theatre opening. Please accept this letter and the attached resume.

Previously, I was responsible for apprentice Bartenders and Bar Porters with training and mentoring on overall functioning of the bar, guest service, and bartending.

My experience is an excellent fit for the list of requirements in this job:

- May be exposed to moving mechanical parts/electrical currents
- Provide leadership to the organization's efforts to secure financial and other support from individuals, foundations, corporations, and government entities to sustain and expand its operations
- Participate as a member of the senior management team to formulate and implement general policies and plans to meet the organization's short-term and long-term fundraising objectives
- Develop and execute ongoing strategy to cultivate, steward, and maintain relationships with individual donors through specific campaigns, research, networking, and cultivating events
- Collaborate with Executive Director to develop and achieve an annual contributed income goal for the organization
- Recommend, track and manage annual development budget
- Management of Development staff ensuring the successful accomplishment of departmental and organizational goals
- Research and pursue grants that are in line with the organization's mission, objectives, and priorities

Thank you for your time and consideration.

Sincerely,