

Chad Henwood

Cover Letter

FUNDRAISING DEVELOPMENT DIRECTOR

AUGUST 21, 2024

I wish to apply for the role of Fundraising Development Director for West Valley Arts. As you can see from the following pages, I have several years of experience in customer service, theatre management, and arts advocacy. I believe the knowledge and skills built up during this time make me a great candidate for this position. Especially my strong communication and interpersonal skills that has allowed me to effectively network and collaborate with groups from many different organizations.

I spend most of my time advocating for various arts organizations in Tooele County including Tooele Valley Academy of Dance and Tooele Valley Theatre. Currently, I am serving as Artistic Director of Tooele Valley Theatre company where I handle staff selection, creative direction, grant writing, donor relationships, outreach and financial bookkeeping. I am a team-player and someone who is always looking to improve processes and am a firm believer in collaboration.

In most of my positions, both professional and collegiate, I have been recognized for my responsibility and dedication. I served as Managing Director for SUU's student run theatre company where I overlooked all finances and guest communications. At the same time, I served as Guest Service Supervisor at the Tony-Award winning Utah Shakespeare Festival for two years where we saw over 100,000 guests each summer. I completed my capstone at Southern Utah University on economic development through the arts in rural cities and creative place-making. At Tooele Valley Theatre, I've handled all grant writing, donor relations, and sponsorships for the past 4 seasons. During that time, I've worked closely with Tooele City to develop an outdoor theater space at Tooele City's Wigwam Park.

I've worked in many disciplines of theatrical production from my administrative duties to directing, lighting design, stage management, and as an actor. I've found this level of experience has allowed me to effectively communicate with donors and audience members about the full depth of our art form. I love building relationships, bringing more people into the arts and increasing their understanding of how magical theater is for our communities. More so, I excel at maintaining those relationships and helping people feel heard and valued.

There is always more to learn and more experience to gain. Unlike many candidates who might be applying for this position, I unfortunately did not pursue my Master's Degree. I received my Bachelors in Arts Administration from SUU but moved away before entering the Master's program. I would love to pursue that degree in the future. However, what I lack in that knowledge and experience, I believe I have made up for in my experience working directly with other theaters. I have been on the ground seeking new donors for my own theatre company and managing those relationships very carefully. I have years of experience in seeking out and applying for grants, big and small, and kept diligent track of spending, audience data, and reporting. In my years of management experience, both theatrical and otherwise, I've made sure my teams are supported, encouraged, and projects are completed on time.

I am confident that I can bring this level of success with me to West Valley Arts. My entire life is centered around the arts and bringing people together through this amazing craft. I've been extremely lucky to work on all sides of the production process and have learned from professionals from around the world. I am in debt to the arts and I will always dedicate my whole being to helping arts organizations succeed. With my previous experience and expertise, I believe my contribution will have an immediate impact for your team, your artists and the amazing audiences who love your organization.

Thank you for your time and consideration. I really look forward to meeting with you to discuss my application further.

Sincerely,
Chad Henwood

REFERENCES

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