

# Director of Development

DEPARTMENT: Development

CLASSIFICATION: Exempt, Full-Time with benefits

SUPERVISOR: Managing Director

## JOB PURPOSE

The Director of Development is a key member of the Playhouse Senior Leadership team and manages an accomplished, energetic fundraising department of 8. This position plays a vital role in insuring the theatre's continued success.

As a Playhouse Philanthropy leader, the Director of Development will be propelled into a transformative – relevant - stimulating arts environment, where you will work in close partnership with staff, Executive leadership, trustees, artists, students and volunteers to achieve the fundraising goals of the organization.

The Director of Development is responsible for cultivating relationships and executing the strategic direction, coordination and implementation of all fundraising efforts including annual giving and unique campaigns. Collaboration and positive visibility are both essential components to the success of the role.

## JOB DUTIES

- Creating and implementing the annual development plan and strategy;
- Leading and managing overall development efforts to meet Endowment Campaign and Annual Fund goals;
- Working with Board leadership to continuously strengthen fund development initiatives;
- Training and leading the development staff to support diverse fundraising efforts;
- Actively participating in and managing relationships with current and potential donors at all giving levels;
- Leading and overseeing all aspects of development including corporate, foundation, government and individual donors;
- Maintaining and fostering positive relationships with Playhouse Trustees;
- Serving as the staff representative on the development committee, among others;
- Developing and managing the Board's fundraising capacity for both Annual Fund and Endowment Campaigns;
- Developing and monitoring the development department's budget;
- Serving as a member of the senior management team;
- Representing the theatre as an advocate and spokesperson in the wider community.

## QUALIFICATIONS

Qualified candidates will have a Bachelor's degree (or equivalent professional experience), significant history of experience in fundraising at the senior management level, and evidence of a strong commitment to theatre and the arts. Successful candidates will also possess strong leadership skills and have demonstrated abilities in the following areas:

- Proven track record of achieving contributed revenue goals;
- Success in running a major annual fund and major endowment campaigns;
- High energy, positive attitude, flexibility, teamwork, and attention to detail;
- Ability to supervise staff and managers, and to draw the best from employees and volunteers
- Demonstrated ability to think strategically and to exhibit a thorough understanding of strategic development;
- Strong verbal communication skills and a demonstrated ability to write and speak clearly and persuasively;
- The ability to prospect, cultivate, and manage new accounts;
- Strong partnership-building and event planning skills;
- Thorough understanding of all components of a diversified funding base;
- Good computer skills and knowledge of fundraising database programs;
- Depth of personal credibility in fundraising, and ability to exercise professional discretion and confidentiality;
- Knowledge of the role and interrelationship of key theatre stakeholders;
- Ability to effectively relate to a diverse range of people, including those in executive and community leadership positions;
- Ability to challenge "status quo" thinking and assumptions;
- Skill in fostering innovation, and ability to see new opportunities and position the theatre to exploit opportunities to increase contributed income;
- Knowledge of the funding community and funding leaders;
- Skill in demonstrating a deep commitment to those who provide support to the theatre

## PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



## EMPLOYMENT OPPORTUNITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.