**Job Title:** Director of Development  
**Department:** Development  
**Reports To:** Managing Director  
**FLSA Status:** Exempt, Full-time, Salary  
**Pay rate:** $100,000+ depending on experience

For 91 years, Ogunquit Playhouse has been the jewel of Maine’s southern seacoast, delivering world-class theatre, creating memories for generations and pursuing our mission to build upon a legacy of leadership in American theatre by producing world-class performances, educating people of all ages, cultivating new works for the stage, and preserving an iconic and historic playhouse for future generations.

**Position Summary:**

The Director of Development is a critical member of the Senior Leadership Team at Ogunquit Playhouse. Reporting to the Managing Director, the Director of Development manages a team of four to raise more than $1.5M to support the annual operations of the Playhouse. Partnering with the Managing Director, the Director of Development stewards the Board of Directors and manages a portfolio of current and prospective major donors.

**Position Qualifications:**

The successful candidate will be a dynamic, visionary individual with exceptional interpersonal skills and a genuine commitment to the mission of Ogunquit Playhouse. It is important that the candidate exhibit an authentic interest in people from all backgrounds, a talent for relationship development and a strategic and creative thought process. A proven track record of cultivating prospects, soliciting major donors and securing large gifts is a must, as is experience partnering effectively with leadership (staff and Board) and colleagues. Superior written and verbal communications skills and the ability to synthesize information into articulate and compelling cases for support is required. The Director of Development will be seasoned, focused, organized, analytical, and will work with a strong sense of urgency. They will be experienced in Development operations, CRM management and departmental goal setting and budgeting. The successful candidate will have a proven track record leading Annual Fund and Major Gift Programs, Special Events, Corporate and Foundation giving in a performing arts organization. This position is full-time, exempt and on-site.

**Key Responsibilities**

- Oversee the identification, cultivation, solicitation, and recognition of a broad based annual development plan to raise a minimum contributed income of $1.5M across all revenue sectors including individuals, special events, corporate and foundation support.
- Manage, mentor, and maintain a team of 4 fundraising team members.
- Provide overall development strategy and leadership, with a particular emphasis on developing and executing the organization’s short- and long-term fundraising strategies for growth in high-level individual giving.
- Maintain an active portfolio of current and prospective major donors. Steward and solicit gifts of $25k and up while working together with the team to reach the fundraising goals for individual giving overall.
● Become a high-level expert in Ogunquit Playhouse’s programming and be able to speak knowledgeably, passionately, and compellingly about organizational impact, current success stories, and programmatic initiatives.
● Collaborate with the Managing Director and Executive Artistic Director to ensure that funding is aligned with program needs and activities
● Together with the Managing Director, oversee Capital Campaign Consultant(s) who will lead strategy and solicitation for any current or future major Capital Campaigns.
● Collaborate with the Director of Marketing and Communications to create clear and compelling communications to funders, donors, and community members.
● Contribute to all public relations and marketing efforts by working closely with the Director of Marketing and Communications.
● Coordinate annual fundraising activities with Managing Director and Campaign Counsel to ensure successful Capital Campaign results.
● Manage development budget and revenue forecasting and report results in a timely manner
● Work with development and finance team members to maximize the capabilities of the existing CRM system (Tessitura) and other donor resources to manage the entire donation process and produce reports that inform development efforts.
● Oversee consultants and vendors working in development areas, ensuring that all fundraising and communication initiatives are strategic, effective, and focused on outcomes.

Candidate Qualifications

● Passion for our mission and clearly articulated personal philosophy regarding the importance of arts and culture in our community
● 10+ years of progressively more responsible development experience, including leading a department
● Experience in creating annual fundraising plans and development calendars
● Proven record of measurable accomplishments in fundraising, particularly in the areas of individual major gifts, with a working knowledge of all other aspects of fundraising
● Ability to think creatively and identify new opportunities
● Exceptional interpersonal, networking, written, presentation and verbal communication skills
● Eagerness to learn, grow, and stay on top of trends in philanthropy
● Strong understanding and practice of cultural humility and respect for others
● Proficiency in Tessitura, other CRM, or fundraising software and/or systems
● Bachelor’s degree or equivalent life/professional experience
● Certified Fund Raising Executive classification would be well-received

This position is full-time, based in Ogunquit, ME with an annual salary commensurate with experience. OPF offers a competitive benefits package and a flexible, collaborative environment as part of the overall compensation package.

To apply: Please send a resume and cover letter describing your interest in and qualifications for the position to zquint@ogunquitplayhouse.org. Please state where you learned of this opportunity.
Ogunquit Playhouse encourages individuals of all backgrounds to apply for this position. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that strength. Ogunquit Playhouse is an Equal Opportunity Employer and is committed to promoting the growth of a diverse and inclusive workplace.