

POORHOUSE PLAYERS

Executive Director

Sample Job Description

The Position:

The Executive Director will oversee all strategic fundraising programs to achieve stability and expansion of the theatre donor base, while nurturing the existing donor community and inspiring increased philanthropy. The Director will interact with the community at large, and work to obtain an atmosphere that is positive, forward thinking, welcoming, and inclusive.

The Director will organize and supervise the administrative staff, including finance, marketing, facility management, booking of entertainment and in collaboration with the Board of Trustees, strategic planning.

The successful candidate will have a proven record of fundraising, exhibit exceptional communication skills, and reflect a dynamism that will elevate the Poorhouse Players Theatre brand in the region.

Main Responsibilities:

- The principal duties and responsibilities of the Executive Director will include the following:
- Oversee the daily operation of the alliances business matters. This includes hiring, developing, and training support staff for the theater.
- Develop programming for the theater and close relationship with community organizations.
- Maintain community public relations, appropriate fundraising, and grant writing for the theater in conjunction with the Board of Directors.
- Develop and implement theater rental policies, documents, and fee structure for use of the facility.
- Analyze operational and financial data.
- Work with the board of trustees to create annual expense and income budgets to support the mission and vision of the Company and create detailed plans to: Develop, implement, and enhance all aspects of annual fundraising programs, including Individual Giving, Major Gifts, Corporate, Foundation and Government Grants, and Planned Giving.
- Oversee the management of the donor database, including policies for donor cultivation and recognition.
- Serve as the lead fundraiser for the theatre – utilizing all board, staff, and donor members to promote the theatre to the area and beyond.

Candidate Profile:

The successful candidate will be a development or marketing professional with some or all of the following professional experiences and skills:

- Experience in fundraising or marketing in a medium to large nonprofit organization or similar institution.
- Experience with performing arts or other arts and cultural organizations.

- Broad-based knowledge of and experience with various development activities, including: fundraising campaigns; major gift programs; special events; planned giving; direct solicitations; leveraging fundraising databases and support systems for donor segmentation, research and volunteer management.
- Knowledge in sound and technical theatre equipment.
- A proven track record of success in prior positions.
- Experience working with and engaging Boards, Volunteers and Staff.
- Excellent communication skills, both written and verbal - including being a good listener and comfortable receiving input from many sources.
- A hard worker with a high energy level and willingness to work hands-on in developing and executing a variety of activities.
- Emotionally mature with a good sense of humor, and the flexibility and sensitivity to work with diverse personalities and situations.
- Willingness and ability to attend evening and weekend performances, meetings and events on a regular basis.

Compensation:

Compensation is competitive and will be commensurate with experience and qualifications.