



Position Title: **Development Director**

Classification: **Full-time, Exempt**

Supervision: **Executive Director**

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## **ABOUT THE PRESIDIO THEATRE**

In September 2019 the revitalized Presidio Theatre will re-open its doors in San Francisco's Presidio National Historic Landmark District. Vacant since 1995, the building has been rehabilitated into a high quality and affordable multipurpose space for live theatre, cinema, dance, music, lectures, educational programming, and special events.

The mission of the Theatre is to ensure that the magic of live performance is accessible to the entire community. By reawakening an architectural jewel in the Presidio and creating a professionally run venue that reflects the rich diversity of the Bay Area, the Presidio Theatre encourages artists to grow and flourish.

The beautifully restored theatre also mitigates a crisis facing performing artists in the Bay Area who are being displaced by the high cost of living, creating a permanent home where artists and audiences can find belonging and authentic connection.

The inaugural year's programming will reflect the values, vision, and mission of the Presidio Theatre and the rich history, cultural traditions, and innovation of the Bay Area through presentations, co-productions, rentals and special events. An exciting and innovative future awaits.

## **ABOUT YOU**

You are an **experienced** and **entrepreneurial development professional** who:

- has a successful track record of **raising major gifts** from individuals and institutions;
- designs **effective donor engagement strategies** and **leads successful campaigns** while **activating fundraising volunteers** for a **performing arts** organization;
- has expertise in **building** and **engaging an active Board of Directors**;
- is **organized, proactive** and **flexible** with **outstanding relationship-building and communication skills**;
- has **entrepreneurial experience** with a start-up, co-creating an **organization's culture as a member of the senior leadership team**.

## **ABOUT THE DEVELOPMENT DIRECTOR'S ROLE**

- The Development Director is a **vital member** of the small Presidio Theatre **leadership team**, overseeing resource development and collaborating effectively with the leads of communications/marketing/PR and programs;

- Creates, manages and executes the **fundraising strategy**;
- Serves as an **organizational leader** with shared responsibility for the Theatre's success in all areas;
- In partnership with the Executive Director and Board of Directors, the Development Director **establishes** and **maintains key funding relationships** and **strategic partnerships**;
- The Development Director **leads the team** of contract grant writer(s) and event planner(s).

#### PRIMARY RESPONSIBILITIES

- Develops and executes a **comprehensive development plan** that includes corporate, foundation and individual giving, generating contributed revenue that accounts for 50% of the Theatre's annual budget (projected at \$1.8 million in year one).
- Works with Executive Director to **build an engaged and active board of directors** whose ambassadorial and personal commitment to the Presidio Theatre are key to its success.
- Oversees and manages annual **development budget**.
- **Develops, cultivates** and **stewards a portfolio of individual and institutional major donors and community stakeholders**.

#### QUALIFICATIONS

- Demonstrated **arts leadership** success; at least eight years experience with a comparable non-profit.
- Significant **fund development achievement**, leading and actualizing a comprehensive development plan including **board** and **major gifts initiatives, annual fund** and **special events**.
- **Entrepreneurial** expertise in **building** a fund development program and team.
- Dedicated **team player** with a commitment to the highest level of customer service and collaboration;
- Outstanding **problem-solving, written** and **verbal communication skills**.
- **Public speaking** expertise, able to easily and articulately represent organization to funders, community stakeholders and the public.

#### DIVERSITY, EQUITY AND INCLUSION

**At the Presidio Theatre, we believe outstanding people are the key to our success. We value diversity in all its forms and are committed to an inclusive and transparent recruitment processes. We recruit and hire without regard to race, national origin, religion, gender, gender identity, sexual orientation, disability, marital status, veterans status or age.**

**SEND RESUME, COVER LETTER AND ATTACHMENTS DETAILED BELOW TO [DODsearch@presidiotheatre.org](mailto:DODsearch@presidiotheatre.org):**

- 1) Two fundraising writing samples. Can be grant proposal, event invitation, annual fund solicitation.
- 2) Three professional references with contact information.

**Complete submissions must be received by September 30, 2019.  
Incomplete applications will not be considered.**