

# PRESIDIO THEATRE

## POSITION DESCRIPTION

**Position Title:** Director of Development

**Schedule:** Full-time, Exempt

**Supervision:** Executive Director

**Salary range:** \$130k–150k

**Last Revised:** September 2024

**Submission Instructions:**

Please email your resume and cover letter to [jobs@presidiotheatre.org](mailto:jobs@presidiotheatre.org).

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### ABOUT THE PRESIDIO THEATRE

In September 2019 the revitalized Presidio Theatre reopened its doors in San Francisco's Presidio National Historic Landmark District. Vacant since 1995, the building was rehabilitated into a high quality and affordable multipurpose space for live theater, 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. Additionally, the Presidio Theatre will present and be a mainstay for national and international touring artists of the highest caliber.

The beautifully restored theater 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.

### ABOUT THE POSITION AND YOU

The Director of Development is a vital member of the Presidio Theatre senior leadership team, overseeing resource development and serving as an organizational leader with shared responsibility for the Theatre's success in all functional areas. In partnership with the Executive Director and Board of Directors, the Director of Development will serve to broaden and build a strong and diverse Board of Directors. They will create, manage, and execute the fundraising strategies for the organization to include private and government donors, corporate sponsorship, federal and state grants, and key funding relationships within the community. To thrive in this role, you must be an experienced and entrepreneurial professional who:

- knows best practices and understands that high integrity work is critical to a nonprofit organization's mission;
- is capable of building a working and diverse board, creating fundraising campaigns, and meeting fundraising goals;

- can manage a staff to shepherd donors and cultivate relationships;
- is organized, proactive, flexible, and detail oriented with outstanding follow-through;
- has experience or is open to being an early team member in a start-up;
- has excellent interpersonal skills and a customer service-orientation;
- able to work independently as well as with teams;
- has a positive can-do attitude.

### **PRIMARY RESPONSIBILITIES**

- Develop and execute a comprehensive development plan that includes corporate, foundation and individual giving, generating contributed revenue that accounts for 50% of the Theatre's annual budget, which can include federal and state grants, sponsorships, and other forms of giving.
- Partners with the 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.
- Creates a long-term vision plan for the Presidio Theatre identity with Executive Director, leadership team, and Board of Directors, including guiding the pursuit of development and communications partners.
- Oversees and manages the annual development budget and develops a growth strategy that aligns to the strategic plan.
- Develops, cultivates, solicits, and stewards a portfolio of individual and institutional donors and community stakeholders.
- Oversees the membership program in coordination with the marketing and box office teams.
- Builds and develops a talented team (staff, consultants, and volunteers) who execute the development strategies with excellence.
- Completes other duties as assigned.

### **QUALIFICATIONS**

- Development experience with a comparable arts and culture non-profit (twelve years preferred); management and mentorship experience (seven years preferred).
- Proven fundraising ability (\$500,000K+), leading and actualizing a comprehensive plan that includes the Board and major gifts initiatives, annual fundraising, grants and special events.
- Entrepreneurial expertise with a start-up and ambition to build a fund development program and strategy from the ground up as well as scaling effective efforts.
- Strong leadership skills and dedicated team player with a commitment to the highest level of client service and collaboration. Expertise in engaging an active Board of Directors in fundraising.
- Public speaking and storytelling expertise; able to easily and articulately represent the Theatre to funders, community stakeholders, and the public.
- Outstanding relationship-building, collaboration, and communications skills.

### **COMMITMENT TO RACIAL EQUITY, DIVERSITY AND INCLUSION**

At the Presidio Theatre, we believe outstanding people are the key to our success. We value diversity in all its forms (background, experience, and perspective) and are committed to the values, principles, and best practices in racial equity, diversity, and inclusion. These values, principles, and practices are essential to our mission and are reflected in how we operate, including search and hiring processes, promotion, and

professional development. Presidio Theatre is an equal opportunity employer.