

POSITION ANNOUNCEMENT
DIRECTOR OF DEVELOPMENT



POSTING DATE: January 2024
STATUS: Full-Time
REPORTS TO: Managing Director
POSITION AVAILABLE: Immediately

JOB DESCRIPTION

Round House Theatre seeks a dynamic strategic thinker, fundraiser, and leader to serve as Director of Development (DoD). The Director will create, develop, and execute both short-term and long-term strategic fundraising plans to meet annual and campaign fundraising goals. Reporting to the Managing Director, the Director of Development serves as a key member of the theatre's management team.

The Director of Development will lead the design, development, and execution of strategies to grow a comprehensive fundraising program at Round House. The DoD will plan, oversee, and implement all fundraising and development activities, ensuring that they are completed according to time and budget constraints, in order to achieve Board-approved contributed income goals. The DoD plays a critical role in growing and sustaining Round House's ability to achieve its mission to be a theatre for everyone.

The Director of Development will be charged with leading the theatre's development program to a new, higher level of achievement. There will be an immediate focus on the Theatre for Everyone/bridge funding campaign, which is a timely and critical facet of the theatre's development efforts, along with the concurrent challenge of working to expand the donor base and grow the annual fund.

The DoD has overall responsibility for the institution's fundraising programs and is expected to participate in a proactive and effective manner, particularly with the identification and cultivation of major donor prospects.

Organizational Structure

The Director of Development reports to the Managing Director and supervises the Associate Director of Development and Development Officer, Individual and Corporate Giving. The Development staff also includes a Development Operations and Development Associate, who are supervised by the Associate Director of Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create, develop, lead, and execute a strategic fundraising plan for all Round House Theatre annual giving (board individual, corporate, foundation, government, and events) to meet board-approved goals.
- Play a leadership role and work with the Managing Director, the Artistic Director, the Board of Trustees, and Development Committee to ensure the successful outcome of the \$5.1 million Theatre for Everyone/bridge funding campaign (currently about 40% complete).
- Participate in and lead identification, cultivation, and solicitations of major donors and prospects for both the annual fund and Theatre for Everyone campaign. Maintain a portfolio of approximately 75 donors at the leadership and major gift levels (\$5,000+). Provide advice and staffing for the fundraising efforts of the Managing Director, the Artistic Director, Trustees and Development Committee members.
- Lead, motivate and mentor the Development team, ensuring that their work product serves the mission of the theatre in an effective, unified, and productive fashion. Cultivate a high-performing team by setting ambitious goals, providing effective training and professional development opportunities, and conducting regular performance reviews.
- Maintain and strengthen Development department processes, including prospect research, donor stewardship, gift accounting, and pledge remittance. Ensure the ongoing evaluation and development of effective fundraising systems, including memberships, recognition opportunities, gift acknowledgement policy, donor benefit fulfillment, and non-solicitation communications. Provide timely, highly personalized service to donors, ensuring that they are receiving proper benefits, acknowledgements, recognition and communications.
- Lead the planning, execution, and fundraising for Round House's signature annual event, the *Broadway in Bethesda* Gala as well as the annual London Tour.
- Participate in Round House's equity, diversity, inclusion, and accessibility (EDIA) efforts, including serving on an EDIA subgroup and helping to fulfill and promote Round House's mission and values.
- Develop, monitor, and regularly report on all contributed income budgets and Development expense budgets, including annual fund and special campaigns. Attend Finance Committee meetings as required.

- Develop and grow the planned giving program—stewarding existing donors and raising awareness of planned giving within our donor community.
- Represent Round House Theatre in the community, through attendance at local and regional cultural programs, lobbying and networking with elected officials, and participation in local business networking organizations.

QUALIFICATIONS AND CAPABILITIES

- Possess creativity, initiative, self-confidence and energy. Enjoy and thrive in the theatre’s dynamic, fast-paced environment, and work effectively as both a team player and an independent self-starter.
- Be a highly personable, diplomatic and friendly individual, who genuinely enjoys frequent participation in social events, works effectively with trustees, donors, volunteers and staff, and relishes taking an active, public role in the cultivation and solicitation of donors, as a representative of Round House, as well as in working behind the scenes.
- Have a genuine interest in theatre and the arts in general, understand and support the theatre’s mission and appreciate the important role cultural institutions play in the life of a vibrant community, and have the ability to articulate this mission and role to others. Experience in an arts organization is required; experience with a performing arts organization, especially theatre, is desirable. Record of achievement and growth in arts or nonprofit fundraising is necessary.
- Demonstrated ability to design and implement a set of comprehensive fundraising strategies that lead to diversified funding and sustainable growth, including a record of personally securing 5- and 6-figure gifts from individuals, institutions, and/or government agencies, ability to establish and balance priorities and to meet deadlines, and experience developing and executing high-profile cultivation and fundraising events.
- Demonstrated ability to collaborate effectively with senior management teams, Board members, and volunteers in ways that deepen engagement in and increase the success of a fundraising program.
- Keen understanding of the evolving nature and dimensions of philanthropy, including motivations for giving and for volunteering, particularly in arts organizations.
- Evidence of the ability to balance creative thinking, strategic planning, and tactical execution, as well as strong business and fiscal management skills.

- Demonstrated management and leadership skills, strong analytical abilities, intellectual curiosity, and unwavering interest in detail.
- Proficiency with donor databases (Tessitura preferred), Macs, and Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
- Exceptional communication skills, including listening, writing, and public speaking skills, with the ability to deliver compelling presentations to internal and external audiences.
- Ability to work flexible hours, including occasional evenings for donor events. Round House administrative staff operates on a hybrid schedule with at least 3 days per week required in-office at the Administrative Offices in Silver Spring and/or the Theatre in Bethesda. Position will include weekend and evening hours.
- Have, at minimum, at least five to 10 years of development experience, ideally in the arts.

**Where the qualifications are described in terms of formal education or training, prior experience in a relevant field, as determined by the theatre, may be substituted.*

SALARY & BENEFITS

- Salary: low \$100s
- Health insurance—Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

Submit a cover letter and resume to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls please.

ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter

Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$9 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

Voted a “Top Places to Work” by *Bethesda Magazine* in both 2021 and 2022, Round House is a people first organization. We believe in treating everyone with respect and endeavor to create a supportive culture that allows our teams to do their best work with an appropriate work/life balance. Round House offers a hybrid work schedule and fosters a positive and inclusive company culture.

Round House is located in Montgomery County, Maryland, a diverse, welcoming community of one million people. Just minutes from the nation’s capital, Montgomery County is known for being a friendly, cosmopolitan place that offers a rich quality of life — from award-winning restaurants and cultural gems to abundant parkland, excellent transportation, exceptional walkable communities, and an outstanding school system.