



# THE NATIONAL THEATRE FOUNDATION

## Director of Development

The National Theatre Foundation, Washington, D.C.

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**Posted:** August 2022

**Location:** District of Columbia, United States/some remote work flexibility

**Position:** Director of Development

**Field:** Arts Administration, Theatre Management, Fundraising, Development, Other Fields

**Salary Range:** \$90,000 - \$110,000

**Benefits:** Health and dental insurance; paid-time off/vacation; retirement plan.

**Website:** <http://www.nationaltheatre.org>

**Application Deadline:** September 9, 2022

**Category:** Managing administrator, fundraising, development

**Employment Level:** Full-time

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### POSITION SUMMARY

The Director of Development leads fundraising at The National Theatre Foundation, the 501(c) (3) responsible for the continued operation and preservation of DC's oldest performing arts venue (since 1835), during a critical period of program growth and expansion. Manages the Foundation's development team (consisting of the Director and Associate Director), in concert with the Executive Director and Board leadership, to strategically and sustainably grow its emerging fundraising operations and secure the future of the theatre. Responsible for envisioning and implementing fundraising strategy and direction and driving fundraising to support a suite of community education programs, maintenance of a robust historical archive, and capital improvements. Anticipated work balance is 80% Fundraising and 20% Operational/Communications Support.

This is a full-time, non-exempt position, located in Washington, DC, with hybrid/remote work flexibility possible. This position reports to the Executive Director.

### PRIMARY RESPONSIBILITIES

- Maintain, expand, and implement, in partnership with the Executive Director and Board leadership, the annual NTF fundraising plan with financial goals, objectives, and strategies for identifying, cultivating, and soliciting major individual gifts, corporate, government, and foundation gifts and sponsorships.
- Prepare periodic reports for the Executive Director that track fundraising activity against budgeted development targets.
- Research funding sources and trends to support NTF fundraising efforts.

- Serve as the chief liaison to the Board of Director's Development Committee and events sub-committee, organizing all meetings and necessary meeting materials, and providing follow-up with committee members as needed.
- Manage special donor cultivation and fundraising events, including Opening Night receptions and annual fundraising gala (as applicable).
- Prepare grant/fundraising applications and follow-up reports. Coordinate with the Executive Director and the Director of Operations in preparing grant applications.
- Serve as NTF's liaison with the Mayor's Office, City Council members and staff, community groups and arts agencies, including NTF's important relationship with the DC Commission on the Arts and Humanities.
- Serve as a staff leader and collaborator around issues of diversity, equity, and inclusion. Engage proactively with leaders and community members in the racially and ethnically diverse Washington, DC area.
- Coordinate shared services data mining and marketing opportunities with the National Theatre Group/Nederlander National Markets.
- Plan, organize, and oversee annual sustaining membership campaign and direct solicitation program to maintain and expand NTF's growing donor base.
- Maintain development files at all levels and ensure that all necessary records are available as needed for development and auditing operations. Refine and/or establish donor database systems and develop procedures to track, record, report, acknowledge, and recognize all donations. Ensure the accuracy and timeliness of all fundraising, prospect, and donor communications.
- Work closely with the Executive Director to develop and maintain all fundraising materials. Guide the NTF team in the design and production of all major fundraising publications, NTF's website, and social media, including production of NTF's Annual Report of Donors.
- Source prospective national funders and manage special projects related to cultivation of new donors.
- Advise and lead strategic planning initiatives related to development, especially as NTF works toward launching its first comprehensive capital campaign in the years ahead.
- Other relevant duties as assigned by the Executive Director.

## **QUALIFICATIONS AND SKILLS**

- Understanding of, and appreciation for, the performing arts and other cultural programs with a specific passion for NTF's culture and programming.
- Seven to ten years of successful fundraising experience at a comparable nonprofit; proven track record of fundraising for small to mid-size nonprofit organizations.
- Willingness and ability to attend evening and weekend NTF special events.

- Proven success as a front-line cultivator and solicitor of major, transformational, and planned gifts.
- Capital campaign leadership experience preferred.
- Superior communication and interpersonal skills, verbal and written.
- Commitment to ethical fundraising, collegiality, and teamwork.
- Commitment to supporting equity, diversity, inclusion and anti-racism and capacity to engage effectively and in a culturally responsive manner with diverse colleagues, constituents and communities.
- Self-confident, flexible, and able to work collaboratively with the Board of Directors, consultants, and staff.
- Self-starter with strong organizational, project, and time management skills.
- Ability to successfully handle multiple priorities while remaining flexible, proactive, and highly professional.
- Ability to liaise with key stakeholders, including Board members and leadership donors.
- Ability to create, maintain, and produce sensitive, confidential information and documents.
- Proficiency in fundraising and donor database software and MS Office suite.
- Undergraduate degree, advanced degree and certifications a plus.
- Must be able to work occasional weekend and evening hours as needed.

## **APPLICATION INSTRUCTIONS**

Please submit a résumé and letter of interest highlighting relevant experience to [jobs@nationaltheatre.org](mailto:jobs@nationaltheatre.org). No phone calls please.

EOE/m/f/d/v.

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*The National Theatre Foundation is an equal opportunity employer that is committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and on our stage.*

## **ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)**

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched

the Washington debut of John Wilkes Booth in the title role of Shakespeare's *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs. Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

The National has welcomed almost every major theatrical star in United States history. It strives to be the "Stage for the Nation," by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National's 2022-2023 season includes nine Broadway productions along with our three primary community education programs: (1) *Saturday Morning Live! At The National*, a series of free educational programs for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances throughout the District of Columbia and surrounding communities that experience barriers to accessing the arts; and (3) *Teens Behind the Scenes*, which provides DMV-area (District of Columbia, Maryland, and Virginia) high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals. Given the diversity of the DMV area, a particular focus of our community education programs is engaging children and youth from racially minoritized and economically disadvantaged communities. During the pandemic, all of our programs pivoted to a virtual online format. We are now beginning to transition back to in-person performances.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Plans for proper storage, access, digitization, and display are currently under development.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) nonprofit organization established in 1974 and governed by a 15-member Board of Directors. Sandy "Charles" Wilkes serves as Chairman of the Board. NTF's fiscal year 2022 operating budget is more than \$950,000, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National and its extensive archives. Among other responsibilities, NTF's staff manages The National's relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the "Broadway at the National" season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF's strategic planning is focused on further deepening its identity, supporting NTG's Main Stage presentations while expanding our own community engagement programs, and communicating The National's rich history in order to distinguish The National among DC's vibrant performing arts scene. NTF's corresponding strategic initiatives in the coming years include bringing The National's archives and history to the public's attention, increasing its organizational capacity, expanding its economic model, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.