

**The Laguna Playhouse**

**Director of Development**

**The Opportunity**

Laguna Playhouse will offer the new Director of Development a compelling opportunity to join one of the longest operating cultural organizations in California and help lead it into its' milestone 100<sup>th</sup> Anniversary Season, providing over 300 eclectic performances to more than 80,000 Southern California patrons each year. S/he will find in the leadership team of Joe Hanauer and Paul Singarella, Co-Chairman of the Board of Trustees, Interim Executive Director Ellen Richard and Artistic Director Ann Wareham, collaborators who understand, value and champion fundraising in the dynamic nonprofit marketplace as a key component of forward momentum for the organization. Together with a dedicated Board of Trustees, they will forge a strong partnership with this senior leadership position to assertively expand growth in the fund development programs of Laguna Playhouse.

The Director of Development will report to the Executive Director and be assisted in these exciting efforts by an Associate Director of Development, an Individual Giving and Membership Manager and a part-time grant writer to raise contributed revenue of \$1.2 million+ annually. Responsible for creating, planning and successfully implementing a strategic direction for the department, the Director of Development plays a critical role in prospect cultivation and solicitation, and directs the internal strategies and tactics of the annual fund, any capital campaign that may be initiated, and is a key liaison to the Board of Trustees and its Committees.

**About Laguna Playhouse**

The mission of Laguna Playhouse is to enrich lives through the magic of live theatre, to provide educational opportunities for children and adults, and to create experiences that stimulate cultural and social interaction and inspire our community.

Laguna Playhouse is an historic Equity theatre located in the charming arts colony of Laguna Beach, California. Steps away from the Pacific Ocean, Laguna Playhouse is known for its year-round season of captivating comedies, dramas, musicals, stand-up comedy and family fare. Founded as a community theatre in 1920, Laguna Playhouse is one of the oldest continuously operating, not-for-profit theatres on the West Coast.

A member of the League of Resident Theatres, Laguna Playhouse often features stage and screen stars who come to Laguna Beach for its upscale lifestyle, pristine beaches, fine dining, and numerous artistic offerings, all within minutes of the theatre. In addition to its theatrical offerings, Laguna Playhouse hosts a wide variety of performing artists on its Moulton Stage throughout the year. It is home to the annual Laguna Dance Festival, Laguna Beach Music Festival and Laguna Concert Band. Laguna Playhouse invites children as well as adults to attend special productions designed for young audiences

### **Qualities and Qualifications**

Successful candidates will have strong experience in a senior fundraising position, preferably in an arts organization as well as demonstrated success in capital campaigns. S/he will have demonstrated leadership abilities, strong consensus building skills, fundraising management and strategic planning experience, and a proven track record in developing, administering, and achieving the goals of both a capital campaign and an ongoing annual fundraising program. Strong corporate relationships is a plus. In addition, s/he will:

- Possess the proven ability to lead, inspire and supervise development professionals and trustees in a coordinated effort to raise \$1.2 million+ in philanthropic revenue annually, demonstrating the capacity to motivate and collaborate successfully with a dedicated Board and committees of influential civic and corporate leaders.
- Possess the proven ability to lead, inspire and supervise a capital campaign.
- Coordinate fundraising efforts for an integrated campaign encompassing annual operations and special projects to strengthen the theatre's financial capacity, and work collaboratively with the Executive Director in this effort.
- Have proven success in strategic stewardship resulting in an expanded donor base and upgrading donor pyramid levels, most specifically in the major gift and corporate gift categories.
- Work in constructive partnership with the other members of the Playhouse senior management team.
- Demonstrate at all times the high level of discretion and professional circumspection required of this impactful leadership position.
- Exhibit energy, dedication, and expressiveness, and demonstrate an ability to consistently provide strong support for the artists, staff and civic leaders who create an environment conducive to the creation of excellent work both onstage and behind the scenes at Laguna Playhouse.
- Possess well-honed listening skills.
- Be an excellent communicator with strong verbal, written and interpersonal skills.
- Be an effective representative of the organization and the art of theatre and the performing arts.

Laguna Playhouse will consider applicants with college degrees who have a clear track record of success in cultivating and soliciting major support for both capital and annual campaigns from foundations, corporations and individual philanthropists. The successful candidate must have at least five years of experience in progressively responsible fund raising positions, and should also look forward to playing a major role in conveying the mission of Laguna Playhouse, participating in the community, and forging effective partnerships with the Executive Director, Trustees, and representatives from the full range of Southern California's civic and cultural constituencies.

### **Responsibilities**

- Provide leadership, direction and management to the development department of the organization and assertively increase the annual campaign of \$1.2MM+ each year.
- Provide leadership, direction and management for any capital campaign that might be undertaken.

- Lead and motivate the Board of Trustees, inspiring them to serve in a strategic capacity as the organization's most powerful fundraising partners. The Director of Development will be expected to work closely with all fundraising, special event and advocacy committees of the Board and provide training, support and orientation of fundraising techniques as needed.
- Determine departmental long-range goals in tandem with management's overall institutional goals and strategies, addressing dollars to be raised annually and for any capital campaign, benchmarks for growth in dollars raised and relationships, targets for each area of giving and other development issues.
- Enrich effective working relationships with the Board of Trustees and its committees, staff colleagues, and volunteers to build and enhance a strong network of committed and continuous support.
- Serve as a major gift fundraiser by identifying, cultivating, soliciting, participating in strategy development and stewarding selected major gift prospects from all constituencies; corporate, foundations and individuals. Work with key trustees to create/manage their portfolio of high-end prospects.
- Oversee Development staff and professional consultants in the implementation and management of programs and all fundraising efforts for the organization: individual giving, and corporate, foundation and government giving, as well as a program of comprehensive stewardship and development fundraising and cultivation events.
- Oversee the management of the department's budget, monthly financials and forecasts and the annual evaluation of the development department's programs including cost analysis, and employee performance.
- Serve as an articulate, enthusiastic, and visible spokesperson for the organization and the vision of management and the Board of Trustees.

### **Compensation**

Position is salaried with benefits; salary is competitive and commensurate with experience.

### **To Inquire**

Ideally we would like to have an understanding of your background, accomplishments, and aspirations through a cover letter and resume or bio. All inquiries and materials will be held in the strictest of confidence. Please reply to Interim Executive Director, Ellen Richard, at [erichard@lagunaplayhouse.com](mailto:erichard@lagunaplayhouse.com).