

Position: Development Director
Department: Administration
Reports to: Executive Director

About OPPA:

On Pitch Performing Arts is in our 5th Season of producing community theatre and providing theatre education. We are firm believers in the value of children's theatre education and value this as one of our highest priorities. We truly believe that #theatrematters.

OPPA! Mission Statement:

On Pitch Performing Arts Inc. exists to educate, entertain, and inspire children, adults and audiences with theatrical productions that range from musicals, plays, and new works; we train and support the next generation of theatre artists; we provide arts education programs that promote life-long learning; we promise to maintain a safe and diverse community; and we celebrate the power of theatre to bring together our community.

Job Summary:

OPPA! seeks a dynamic development focused powerhouse to join our team and remind people why #theatrematters. The job is divided into three main categories; Fundraising, Grants, and Events. This position is the key point of contact to all donors, foundation, corporations that support our mission and will work closely with other staff, board, and volunteers to develop and maintain an inclusive and extensive development plan that creates and maintains a positive culture of giving around our mission.

Essential Duties and Responsibilities:

Fundraising:

- Working with the Executive Director and Board Fundraising Chair to create a yearly, and long term fundraising and sponsorship goals.
- Take existing sponsorship program and create a long term growth plan, execute that plan to ensure sponsorship of programs, shows, and events.
- Identify, cultivate, and solicit individual and major gifts, with an emphasis on creating long term donor relationships.
- Write major gift and grant proposals for individual, corporate, and foundation solicitations.
- Grow and maintain existing donor stewardship program that includes acknowledgment, recognition, report writing (including endowment reports), and overseeing of annual Spotlight Gala and Broadway Access Concert(BAC).
- Grow and maintain our Creators Club of monthly givers.
- Activating and working with volunteers to expand philanthropic support.
- Database work to ensure proper reports, input, contact reports etc.

Grants:

- Write and manage all Foundation and Government request.
- Research and create relationships with new funding sources that can support our Mission.
- Work closely with OPPA! staff to gather information for grant requests
- Maintain extensive records on all grants, progress, outcomes etc.
- Ensure timely reporting of all grants.

Events:

- Coordinate two large events per year; The Spotlight Gala and BAC.
 - The Spotlight Gala is our yearly fundraising gala that includes, dinner, silent auction, and entertainment. This event is one of marquee events for the year.
 - The BAC is our yearly thank you to patrons, sponsors, volunteers, staff and board and is coupled with fundraising to gain and maintain funders and donors.
- Coordinate with staff any development needs at the summer show event.
- Work closely with the Parents guidance committee to ensure the yearly Villains fun run is executed to the highest standards to raise donation, gain supporters, and maintain our mission
- Other duties as assigned.

Desirable Skills and Qualifications:

- This position requires a multitasker who loves theatre, deadlines, and raising money. We are looking for a person that believes in our mission and sees the value of theatre in our community. This person will have excellent writing skills, organizational skills, a sense of humor, and love to at times just chat over a cupcake with the rest of the staff.
- Experience could come in the forms of degrees, on the job experience, or passion. Because this position requires someone with many talents we are looking for someone that has a passion and a drive not just a ton of experience.
- Excellent written, verbal and interpersonal communication skills are a must.
- The ability to work alone or with a team.
- The availability to work some nights and weekends as needed.
- Proficiency with Excel and database programs like arts people and jack rabbit.
- Detail oriented with excellent project management and supervisory skills.
- Ability to work with diverse personalities and workgroups including outside educational institutions and youth of all ages.

Salary & Schedule:

The Director of Development is a full time salaried position, rate of pay is \$40,000 – \$48,000 per year depending on experiences. General schedule will be Monday – Friday 10am-6pm. Some evening/Saturday hours will be required.

Application Procedures:

If you are interested in applying for this position, please submit a Cover Letter and Resume including at least three professional references via email to Executive Director Brandon Stauffer at brandon@onpitchperformingarts.com. Please include your last name and Development Director in the subject line of your email. No phone calls please. Position(s) is open until filled.

OPPA! is committed to diversity in the workforce and is an equal opportunity employer. We do not discriminate in any employment decision on the basis of race, color, creed, sex, religion, age, marital or veteran's status, national origin, disability, sexual orientation, or any other basis prohibited by local, state or federal law.

Additional Information:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. OPPA! provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.