Executive Director Job Description

Reports To: Board, in Collaboration with Artistic Director
Employment Status: Full-time
Supervises: Development Associate, Grantwriter, Business Manager, and Consultants

Summary: The Executive Director is responsible for The Theater Offensive’s (TTO) consistent achievement of its mission and financial objectives, with primary responsibility for Fund Development. Additionally, the Executive Director, in close coordination with the Artistic Director and Board of Directors, is responsible for

- Strategic planning and goal setting;
- Developing and managing budgets; and
- Day-to-day operations.

Primary Responsibilities:
Fund Development Program: Plans, directs and implements a comprehensive development program that generates individual donor, foundation, and corporate support:

1. Directs a fund development program that includes the annual fund plan, foundation and corporate gifts, special events and planned giving
2. Oversees and implements strategies that will grow annual revenue, including the writing of proposals and securing of funding from corporate and foundation donors
3. Leads strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects
4. Maintains an accurate grants calendar and transmits this information monthly to the Artistic Director

In close coordination with the Artistic Director:
5. Builds and sustains relationships with current, new and potential grant-giving organizations and individuals
6. Manages individual donor campaigns, including membership renewals and special appeals
7. Works to secure progressive and/or socially responsible business partners for programs and major fundraisers
8. Manages a portfolio of donors and prospects including theater professionals
9. Manages organizational membership database
10. Develops, markets and implements a planned giving program to ensure TTO’s long-term financial health  
11. Manages portfolios of major donors and prospects  
12. Collaborates with staff and consultants to ensure that publications and website include donor-focused content  
13. Works with board to enhance development efforts  

Communications: Works with staff, consultants, and board to ensure strong communications across all program areas to strengthen TTO’s overall effectiveness  
1. Collaborates with staff, consultants, board, partner companies, and performers to gather stories and statistics that demonstrate the organization’s work to funders and the general public  
2. In close consultation with Artistic Director, with the help of staff and Board of Directors, represents TTO at public events, conferences, workshops and media events.  
3. Coordinates public relations activities with Artistic Director’s schedule.  

Personnel Management: In relations with staff, the Executive Director will:  
1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.  
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.  
3. See that an effective management team, with appropriate provision for succession, is in place.  
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the TTO.  
5. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.  

Financial Management: In budget and finance, the Executive Director will:  
1. Be responsible for developing and maintaining sound financial practices.  
2. Work with the staff, Finance Committee, and the board in preparing a budget and annual fundraising plan; see that the organization operates within budget guidelines.  
3. Ensure that adequate funds are available to permit the organization to carry out its work.  
4. Jointly, with the president, secretary of the board of directors, and the Artistic Director conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
Education and Experience:
- Minimum three years experience in charitable fund development
- Minimum three years experience managing a complex program in a sophisticated organization with a reputation for quality and excellence
- Ability to gain the respect and support of various constituencies, including board and staff members, donors and foundation and gay community leaders
- Demonstrated success in securing major and annual gifts from foundations and corporations and major gifts from individuals
- Demonstrated success in meeting annual fund goals, development management, grantwriting, sponsorships and special events
- Demonstrated experience in managing people and budgets
- Excellent written/oral communication skills
- Demonstrated track record with respect to detail orientation and accuracy
- Computer literacy and competency with electronic donor tracking systems
- Knowledge of both the greater Boston and national philanthropic communities
- Ability to work in an hands-on environment with limited resources
- Bachelor’s degree (or equivalent) required, or three years experience in performing arts management.

Knowledge, Skills and Abilities:
- Strong knowledge of principles, ethics and practices of successful fundraising
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines
- Ability to work well under pressure
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing
- Ability to manage and share pertinent information with staff and board
- Proven ability to work effectively with board members, colleagues, donors and volunteers
- Ability to present, inform and motivate individuals and groups about TTO’s mission and program
- Thorough, organized and detail-oriented approach to work
- Understands the confidential nature of fundraising efforts and donor information, and maintains confidences

Physical Requirements: Our office space is not currently wheelchair accessible.
Compensation: The Theater Offensive offers a competitive salary and benefits package commensurate with experience.

Equal Opportunity Employer: People of color and LGBT queer people are strongly encouraged to apply.

Application Process: Please note that TTO is not in a position to fly applicants to Boston for interviews, and there is no relocation allowance.

To Apply: No phone calls, please. Please send a cover letter and resume to:

ED Search
The Theater Offensive
43 Thorndike St. #14
Cambridge, MA 02141

edsearch@thetheateroffensive.org

Deadline: None, Position Open Until Filled.