

Executive Director

Olympic Theatre Arts – Sequim, WA

Part-time · On-site

About Olympic Theatre Arts

Olympic Theatre Arts (OTA) is a vibrant community theatre serving the North Olympic Peninsula. Through live performances, workshops, and special events, OTA's mission is to entertain, educate, and inspire our community through the performing arts. Supported by dedicated volunteers, staff, and donors, OTA plays a vital role in Sequim's cultural life.

About Sequim, WA

Located on Washington's scenic Olympic Peninsula, Sequim is known for its small-town charm, stunning natural beauty, and exceptional quality of life. Often called the "Sunny Side of Washington" thanks to its location in the Olympic rain shadow, Sequim offers easy access to the Olympic Mountains, the Strait of Juan de Fuca, and outdoor recreation year-round. With a strong sense of community, a relaxed pace of life, and proximity to larger hubs like Port Angeles and the Seattle metro area (via ferry), Sequim is an ideal place for professionals seeking meaningful work balanced with an outstanding lifestyle.

Position Overview

The Executive Director oversees daily operations, finances, staff, and community engagement while partnering with the Board and Artistic team to advance OTA's mission to entertain, educate, and inspire through the performing arts..

Key Responsibilities

Fundraising & Development

- Plan and implement annual fundraising strategies, including individual giving, sponsorships, memberships, and special events
- Research, write, and manage grants (local, state, and foundation)
- Track grant deadlines, reporting requirements, and reimbursements
- Cultivate relationships with donors, sponsors, and community partners
- Ensure timely donor acknowledgments and stewardship

Marketing & Communications

- Develop and manage OTA's marketing strategy in collaboration with staff
- Create content for newsletters, email campaigns, and social media
- Coordinate advertising (print, radio, digital) and promotional materials

- Support branding consistency across all platforms
- Assist with press releases and community outreach

Collaboration & Reporting

- Work closely with the Executive Director, staff, and board committees
- Provide regular reports on fundraising progress, grant status, and marketing metrics
- Support board members in donor cultivation and fundraising efforts

Administrative

- Lead staff and volunteers in day-to-day operations
 - Manage budgets, fundraising, and community partnerships
 - Collaborate on season programming and special events
 - Represent OTA publicly and maintain strong civic relationships
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Qualifications

- 3+ years of experience in nonprofit development, fundraising, marketing, or communications
 - Demonstrated success in grant writing and donor cultivation
 - Strong written and verbal communication skills
 - Highly organized with attention to detail and deadlines
 - Comfortable working independently and collaboratively
 - Familiarity with arts, culture, or community-based nonprofits preferred
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Compensation & Schedule

- **Status:** 25-30/hrs per week
- **Compensation:** \$28-\$ 31/hr DOE
- **Schedule:** Primarily weekday hours with occasional evenings or weekends for events
- **Location:** Sequim, WA

To Apply: Send cover letter and résumé to board@olympictheatrearts.org