

Executive Director

Olympic Theatre Arts – Sequim, WA

Part-time · On-site

About Olympic Theatre Arts

Olympic Theatre Arts (OTA) is a thriving and vibrant nonprofit community theatre serving the North Olympic Peninsula. Through its many 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. The Executive Director manages a small but mighty staff, a large and diverse budget, and serves as OTA spokesperson both at the theatre and in the community at large. The Executive Director will be expected to work in close partnership with its active Board of Trustees in ensuring the organization's ongoing success and financial sustainability. We are seeking a strategic problem solver and a pragmatic leader to help steer our unique creative community into its bright future.

Key Responsibilities

Organizational Leadership

- Report directly to Board of Trustees, collaborating with them in executing OTA's strategic plan and creating each year's operating budget
- Provide regular reports to Board of Trustees on theatre activities, fundraising progress, grant status, and marketing metrics
- Manage staff in day-to-day operations

- Manage the organization's budget, tracking investments, grants, and fundraising
- Collaborate with staff and committees tasked with theatre programming and special events
- Represent OTA in the public sphere. Maintain strong civic relationships and community partnerships

Fundraising & Development

- Plan and implement annual fundraising strategies, including campaigns, individual giving, sponsorships, memberships, and special events
- Research, write, and manage grants (local, state, and foundation)
- Track grant deadlines, budgets, and reimbursements. Report to grantors when required
- Cultivate relationships with donors, sponsors, and community partners
- Ensure timely donor acknowledgments and stewardship
- Support board members in donor cultivation and fundraising efforts

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

Qualifications

- 3+ years of experience in nonprofit development, fundraising, marketing, or communications
- Demonstrated success in grant writing, donor cultivation, and managing teams
- 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

Compensation & Schedule

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

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