OLYMPIC THEATRE ARTS

Director of Development Job Description

414 N. Sequim Ave. * P.O. Box 1474 * Sequim, WA 98382 360-683-7326 *

Reports To	Executive Director
Status	Part-time, hourly, non-exempt
Hours	25–30 hours per week
Schedule	Primarily weekday hours, with occasional evenings and weekends for performances, donor events, and fundraisers
Compensation	$25–$30 per hour, depending on experience
Works With	Executive Director, Board of Directors, Development Committee, staff, and volunteers

About the Role

The Director of Development leads Olympic Theatre Arts' fundraising and contributed-revenue efforts, including individual giving, grants, memberships, sponsorships, business advertising, and special events. This position shapes OTA's development strategy and builds the relationships and systems that sustain our productions, education programs, facility, and community work.

This is both a **leadership role and a hands-on role**. The Director of Development sets fundraising strategy and goals with the Executive Director and Board, and also does the day-to-day work: writing grants, meeting donors, selling sponsorships and ads, running campaigns, and making sure every supporter is thanked and recognized.

Key Responsibilities

Development Strategy & Leadership

- Create, lead, and evaluate OTA's annual development plan, including revenue goals, strategies, a fundraising calendar, and measures of success.
- Partner with the Executive Director on fundraising projections for the annual budget and report progress to the Board.
- Staff the Board's Development Committee and support Board members in identifying, cultivating, asking, and thanking donors.

- Identify new revenue opportunities and recommend strategies for long-term, diversified funding.
- Track fundraising results and adjust strategies based on what the data shows.

Individual Giving, Memberships & Campaigns

- Lead OTA's annual giving program, including the year-end appeal, spring campaign, GivingTuesday, and show- or project-specific giving.
- Manage a portfolio of major-gift prospects and donors, including personal visits and solicitations.
- Grow monthly giving, donor renewals, gift upgrades, and planned giving.
- Manage OTA's membership program, including benefits, renewals, communications, and retention.
- Plan and lead fundraising events such as galas, donor receptions, opening-night events, and benefit performances.

Grants

- Research and identify local, state, federal, corporate, and foundation grant opportunities, and maintain a grant prospect list.
- Write and submit grant applications, letters of inquiry, budgets, and supporting documents.
- Maintain a grants calendar of deadlines, reports, and renewals.
- Track grant budgets, restricted funds, spending, and reimbursement requests with the Executive Director and Operations Manager.
- Prepare interim and final reports for grantors, and build relationships with program officers.

Sponsorships & Business Advertising

- Lead OTA's corporate sponsorship and business partnership program, including season, show, and event sponsors and in-kind contributions.
- Develop annual sponsorship packages and benefit levels.
- Sell business advertising in playbills and programs, lobby displays, digital screens, the website, email newsletters, and other OTA platforms.
- Create an annual advertising rate sheet and ad packages, with clear deadlines and artwork specifications.

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- Build a list of local business prospects, and renew existing advertisers and sponsors each season.
- Manage ad contracts and artwork collection; coordinate with program production to make sure ads appear correctly.
- Make sure sponsors and advertisers receive the recognition and benefits they were promised, along with thank-yous and follow-up on results.

Marketing, Advertising & Communications

- Coordinate OTA's paid advertising in print, radio, and digital media, including placements, budgets, and deadlines.
- Create or oversee fundraising and promotional materials, including appeal letters, sponsor and advertiser packets, donor brochures, newsletters, email campaigns, and social media content.
- Work with staff so that show marketing and fundraising messages stay consistent and on-brand.
- Gather stories, photos, and impact data that show OTA's value to donors, sponsors, and the community.

Stewardship, Records & Compliance

- Ensure timely thank-yous and gift receipts for donors, members, sponsors, and advertisers, ideally within 48–72 hours.
- Keep donor recognition accurate and current in programs, on lobby displays, and online.
- Maintain accurate donor, member, sponsor, advertiser, and grant records in [Ludus / donor database].
- Reconcile gifts and advertising revenue with the Operations Manager, and prepare monthly reports and Board updates.
- Follow donor privacy, gift acknowledgment, and IRS rules for receipts and nonprofit fundraising.
- Keep development files, templates, and procedures organized so the work continues smoothly through staff changes.
- Perform other related duties as assigned.

Who You Are

You enjoy connecting people and businesses with causes they care about, and you believe community theatre makes the Olympic Peninsula a better place to live. You're a good writer, comfortable asking for support, and patient enough to build relationships over time. You can see the big picture and still follow through on the details.

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You don't need to have held a Director of Development title before. Experience in nonprofit fundraising, sales, advertising, marketing, business development, or community leadership can prepare you well for this role.

You may be a strong fit if you:

- Write clearly and persuasively, whether it's a grant or a sponsor pitch.
- Enjoy meeting with donors and business owners, and are comfortable making the ask.
- Can set goals, build a plan, and follow it through.
- Stay on top of deadlines, contracts, and follow-up.
- Are comfortable working with budgets, spreadsheets, and donor databases, or are willing to learn.
- Have local business or community connections, or are excited to build them.
- Are available for occasional evening and weekend events.

Qualifications

- At least 3 years of experience in fundraising, grant writing, sponsorship or advertising sales, business development, or related nonprofit work; equivalent experience will be considered.
- A track record of raising money, securing grants, or meeting sales goals.
- Strong writing, presentation, and relationship-building skills.
- Ability to plan strategically, manage multiple deadlines, and work independently.
- Comfortable working on a Mac and with common office tools such as Pages, Numbers, Microsoft Office, or Google Workspace; willing to learn OTA's donor and ticketing.
- Discretion with confidential donor and financial information.
- Preferred, but not required: experience with donor databases, experience working with a Board, arts experience, or connections in the Olympic Peninsula community.

To Apply

Please send a cover letter, resume, and one writing sample (such as a grant, appeal letter, or sponsorship proposal) to **office@olympictheatrearts.org** with the subject line **Director of Development Application**.

Olympic Theatre Arts welcomes applicants with varied professional, volunteer, and lived experience. If this position interests you but you don't meet every qualification, we encourage you to apply. OTA is committed to a welcoming, inclusive, accessible, and respectful workplace and theatre community. Reasonable accommodations are available for qualified individuals with disabilities.