



Director of Development

About the Organization

The Colonial Performing Arts Center holds a unique place in the hearts and minds of the community as the primary and largest performing arts facility in southwest New Hampshire. We are home to two venues, the historic 900-seat Colonial Theatre, celebrating its 100th anniversary in 2024, and SHOWROOM, our intimate flex space, accommodating up to 250 people.

Position Description

The Director of Development (DOD) will work closely with the Executive Director, senior staff and board of directors to create a thriving culture of philanthropy, and identify and engage potential donors, foundations and sponsors. Reporting to the Executive Director, the successful candidate will oversee all areas of fundraising from all sources, including individuals, corporations, board members, foundations, government agencies and special events.

Essential Job Functions

- Work closely with the Executive Director to establish annual goals for membership and sponsorships, and oversee the annual fundraising budget.
- Work with the Executive Director, Development Committee and Board of Directors to develop, plan and implement all aspects of a strategic fundraising program.
- Research, identify and pursue new opportunities for funding from foundations, corporations and individuals.
- Maintain comprehensive donor database oversight and overall compliance with nonprofit standards.
- Oversee stewardship for all donors, including acknowledgment and renewal correspondence and benefits administration.
- Liaise with event sponsors in order to recruit and maintain sponsorships and to coordinate special appreciation events and other benefits.
- Successfully collaborate with the Director of Marketing and Communications to ensure creative, effective and efficient communication with donors, institutions and other external constituents.
- Interact regularly with donors and community leaders while representing the theatre at both Colonial events and other community activities.
- Facilitate annual fundraising events and provide support to the board committee assigned to oversee these events.

Skills and Abilities

- Bachelor's degree and five years of relevant experience and management skills, preferably in nonprofit fundraising and/or marketing, or a combination of education and relevant experience.
- Experience developing, planning and implementing comprehensive fundraising plans.
- A demonstrated record of successful fundraising, including managing and balancing donor relationships.
- Experience in grant writing, and the creation of corporate and philanthropic grant proposals.
- Superior verbal and written communication skills required.
- Familiarity with AudienceView or similar donor database software preferred.
- An appreciation of the performing arts or other professional experience in the arts is strongly preferred.

Salary and Benefits

- Salary Range: \$60,000-\$70,000. Commensurate with experience.
- Group Health and Dental/Vision insurance, Employee Assistance Program (EAP), Flexible Spending Account (FSA), short-term disability and life insurance are offered to all full-time exempt employees following the first 90 days of employment.
- SIMPLE IRA with 3% employer contribution
- 13 paid holidays and 10 Paid Time Off (PTO) days the first year

To Apply:

Email cover letter and resume to katie.folts@thecolonial.org. Please also include three writing samples and a list of three professional references.