



Director of Development

Profile Theatre Project, an Oregon not-for-profit corporation, doing business as Profile Theatre, invites applications for the position of Director of Development.

ORGANIZATION

Founded in 1997, Profile Theatre is one of the oldest continuously operating theaters in the state. Profile Theatre centers an entire season of first class productions and community engagement activities through the lens of the season-long Featured Playwright, whose unique vision broadens our perspective on the world and deepens our collective compassion. We do this through large-scale professional productions, our expansive In Dialogue program, the Playwrights Residency, and our signature Community Profile program. Profile has grown to be one of the most well-regarded theaters in Portland, with a reputation for bringing intelligence, excellence and passion to the stage. The Director of Development reports to Artistic Director Josh Hecht and is a key member of staff in cultivating the resources that power the theatre.

POSITION AND RESPONSIBILITIES

Profile Theatre seeks an ambitious arts manager to serve as Director of Development. The Director of Development will work closely with the Artistic Director, the Board and staff to plan and execute a strategic fundraising program that encompasses membership integrated into annual giving, major gifts, foundation and government grants, corporate sponsorships, special events and blended campaigns. Together with the Artistic Director, the Director of Development will help guide and support the Board's new Development Committee, and will collaborate closely with the Director of Communications on an integrated communication strategy to the Profile family of supporters; and will collaborate with the Line Producer and Artistic Director on donor events that surround mainstage productions. The Director of Development is a key ambassador for the organization into the greater Portland community and will partner with the Board, Artistic Director and Director of Community Engagement to expand Profile's supporters.

QUALIFICATIONS

The ideal candidate will have experience working in fundraising in either a mid-level position at a larger institution or a leadership position in smaller or comparable institutions. They will have demonstrated experience securing major gifts, planning stewardship events, participating in the creation of a revenue strategy, and planning and executing a gala. They have a passion for fundraising as storytelling, has an eye for creating engaging special events for donors and patrons, will be knowledgeable and passionate about the arts and those who support it with a belief in the ability of art to strengthen communities, is a natural communicator with excellent written, verbal and interpersonal skills and is a strong collaborator. The position is envisioned as evolving with the organization. The ideal candidate has strong strategic and leadership skills and will be able to envision how the position and department might grow with the company. They have a polished, outgoing personality, is at ease networking, attending events, and being involved in a thriving cultural community.

Comfort with computers and other forms of office equipment. Experience with Salesforce or other comparable CRM, database management, gift processing systems, and donor wealth screening software.

This position will be expected to report to the Profile Theatre office at 216 NW 13th in the Pearl in Portland, OR, and at other off-site locations such as theatre venues, rehearsal halls, or other meeting places for events and donor engagement. Out of town applicants will be expected to reside within the Portland, OR area by the start of employment.

This position may include physical requirements of moving in our accessible office, transporting oneself to multiple locations within a single day, and utilizing a computer or other communication equipment. Reasonable accommodations provided.

COMPENSATION

Profile Theatre is an equal opportunity employer and strongly encourages women and people of color to apply, in keeping with its core values of inclusion and representation. Salary range is **\$50,000-\$55,000** commensurate with experience, plus competitive benefits.

Submit your application at [Profiletheatre.org/apply](https://profiletheatre.org/apply).

Please include a cover letter, resume and 3 references (phone numbers and/or emails provided). No calls or drop-ins, please. If you require accommodation to submit, please notify us by email.

Desired start date is 10/1/2021. Applications accepted until position is filled.

JOB DESCRIPTION

Director of Development

The Director of Development is primarily responsible for the planning and executing of a comprehensive contributed revenue strategy with an eye toward expanding our resources to match a growing organization. Working closely with the Artistic Director, the Board and its Development Committee, and the staff, the Director of Development will cultivate and steward individual donors; manage the grants portfolio, serving as the primary grant writer and manager of grants calendar and reporting; and plan and execute both small donor touchpoints and the annual gala. Profile Theatre strives for a non-siloed, highly collaborative workplace. As such, the Development Director will collaborate closely with the Director of Communications on an integrated communications strategy to the Profile community of donors and sponsors and on the creation of fundraising collateral; with the Line Producer on Mainstage and Gala production needs. Profile Theatre staff all work towards several organizational goals: to produce high-level artistic events, to achieve financial stability and maintain fiscal transparency, and to develop and deepen relationships in our community.

1. The Director of Development will collaborate with the Artistic Director, the Board and staff to plan and execute a strategic fundraising program focused on building annual contributed revenue.
 - i. Individual Giving
 1. Design avenues for prospective and existing donors to learn about and intimately experience Profile's programs.
 2. With the Artistic Director, create and execute individual giving campaigns (annual, end of fiscal year, end of calendar year, and other one-time campaigns).
 - ii. Foundation and Government Grants
 1. Manage existing grants, including tracking and reporting.
 2. Identify, write, and submit grant applications and develop portfolio of new opportunities.
 - iii. Corporate Sponsorships
 1. Curate and execute a Corporate Sponsorship approach.

- iv. Special Events and Fundraisers
 - 1. Plan and coordinate Mainstage cultivation events including invited first read, Behind the Scenes Open Rehearsals and Artist Dinners for each Mainstage show.
 - 2. Gala (March-May 2022)
- v. Development Committee
 - 1. Manage the Board's Development Committee, including the coordination of meetings and reporting.
- vi. Budget
 - 1. Execute and track approved Development budget, including creating reasonable income and expense projections in annual operating budget.
- vii. Meetings
 - 1. Attend all Profile Theatre meetings as determined by Artistic Director, including weekly or bi-weekly staff meetings, and daily check-ins.

Reporting: The Director of Development reports to the Artistic Director.

Rate and Schedule: This is a full time, exempt salaried position between **\$50-55k/year**, plus benefits.

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Founded in 1997 Profile Theatre is one of the oldest continuously operating theater companies in Portland, Oregon. Profile provides a series of quality performance and community engagement activities which center the lens of a season-long Featured Playwright, whose unique vision broadens our perspective on the world and deepens our collective compassion. These experiences include a three show mainstage production series, the In Dialogue program, Playwrights Residency, and the signature Community Profile program. The Generations series featuring Paula Vogel, Lynn Nottage, and Branden Jacobs-Jenkins concludes in the 2021-2022 season, which begins this August with Paula Vogel's *The Oldest Profession* at Old Moody Stages.

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The ideal candidate has strong strategic and leadership skills and will envision how the position and department might grow with the company.

Experience with Salesforce/PatronManager or other comparable CRM desirable.

This position reports to the Profile Theatre office at 216 NW 13th in the Pearl in Portland, OR

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