

# PAPER MILL PLAYHOUSE

## Director of Development

**Status:** Full Time/Benefits Eligible/Exempt

**Reports to:** Executive Director

### **About Paper Mill Playhouse:**

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 80 years. Paper Mill brings new American Musical Theater to life, with a national reputation that continues to grow, bringing over 200,000 tri-state audience members annually to view the best in musical theater, from celebrated revivals to groundbreaking new works. The theater is fully unionized under AEA, SDC, IATSE, USA and AFM and produces five large-scale, mostly musical productions in its mainstage season each year. Some productions are self-produced while others result from collaborations with partner regional theaters and major commercial producers. In 2016, Paper Mill received the industry's highest honor, the Regional Theatre Tony award.

Paper Mill Playhouse facilities include a 1,150-seat theatre with attendant backstage dressing rooms, offices, and production support areas; front-of-house lobbies with bars, concessions and restroom facilities; an 80-seat restaurant; a house with two apartments; 2,500 square feet of education studios; a Costume Shop based in NYC; four parking lots and grounds for milling.

### **Position Overview**

The Director of Development is responsible for conceptualizing, organizing, and implementing a comprehensive fundraising program in support of Paper Mill Playhouse's mission and strategic priorities. Reporting to the Executive Director, the Director of Development will work in close partnership with the Executive Director, Board of Trustees, colleagues in the Development department, and across the organization to build a sustainable culture of philanthropy, cultivate transformative gifts, and ultimately expand PMP's base of support to enable PMP to achieve its financial, cultural, and educational objectives. The Director of Development will also oversee ongoing strategy and oversight of Paper Mill's "Next Act" Capital Campaign to raise funds for much needed renovations and expansion of the theatre's facilities.

The Director of Development will be a thought partner to the Executive Director in addressing institutional opportunities, challenges, and priorities, and will also work closely with the Producing Artistic Director, Board of Trustees Chair, and committee leadership of the Board of Trustees. The Director of Development serves as a member of PMP's senior leadership team.

### **Essential Functions:**

- Foster a culture of philanthropy that fully engages staff, board members, donors and other stakeholders in a deep and meaningful way.
- Provide inspirational leadership, recruit, evaluate, and mentor/develop a diverse team of development professionals who authentically engage and inspire others.
- Provide strategic and creative leadership in raising approximately \$4.2M in annual contributed revenue through foundation and corporate support, corporate sponsorship, individual giving, government grants and special events.
- In collaboration with the Executive Director and Campaign Chairs, lead the capital campaign effort to raise over \$30M for building renovations and expansion.
- Develop a strong and winning case for support, making strategic, innovative fundraising plans, and executing those plans to grow fundraising and reach/exceed goals for the annual fund and capital campaign.
- Monitor fundraising trends. Develop and implement a stewardship program aimed at cultivating deeper relationships with donors and funders.
- Serve as a member of Paper Mill Playhouse senior leadership team, collaborating on high-level planning and decision making.
- Prioritize the values of equity, diversity, and inclusion as well as anti-racism development practices.
- Craft, maintain, and enforce all protocols and policies for development department operations, including fundraising communications, prospect research, moves management, and gift acknowledgments and processing.
- Partner with the Director of Marketing and Communications to create donor communications and materials aligned with Paper Mill's brand.
- Identify and recruit potential trustees; Liase with the Committee on Trustees

### **Required Experience**

- Ten or more years of demonstrated success in development/philanthropy leadership, preferably in a cultural non-profit organization, with experience in the following: individual giving, institutional giving, major gifts, annual fund/membership, planned giving, stewardship, development operations, and leadership in a major fundraising campaign.
- A deep appreciation for theatre, as is the ability to convey that appreciation in an engaging and conversational manner.
- Proven success in identifying, cultivating, soliciting, and stewarding major gifts
- Excellent interpersonal skills and the ability to communicate appropriately and effectively with all constituents.
- Strong organizational and time management skills with exceptional attention to detail.

- Experience with donor management systems, preferably Tessitura, and an interest in other current and emerging technologies related to fundraising.
- Knowledge about current giving trends as well as legal and tax-related requirements concerning charitable giving.
- Excellent oral and written communications skills, including a proven track record with successful grant funding.
- Experience producing large-scale donor events (galas, etc.).
- Willingness and ability to attend evening and weekend performances, as well as to attend meetings and events offsite and outside the regular workday. Excellent written and verbal communication skills.

**Salary range: \$140,000 - \$165,000**

#### **Benefits**

- Comprehensive insurance coverage (medical, dental, vision, life, disability).
- Generous paid time off.
- 403b retirement savings account including a 3% match.
- Access to various performances, educational events, and professional development opportunities.

Send resume and a cover letter describing how your experience makes you the right candidate for this position to [Recruiting@Papermill.org](mailto:Recruiting@Papermill.org) with subject line: Director of Development

#### **Our Mission:**

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

***Paper Mill Playhouse*** is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.