

# PAPER MILL PLAYHOUSE

## Major Gifts Officer

**Status:** Full-Time/On-site/Benefits Eligible/Exempt

**Reports to:** Director of Development

### Position Overview

Reporting to the Director of Development (DOD), the Major Gifts Officer (MGO) is a critical member of the Development team and plays a central role in helping to advance Paper Mill Playhouse's philanthropic goals. This full-time, exempt position is responsible for managing and growing a portfolio of 200+ individual donors and prospects with the capacity to give 4-, 5-, and 6-figure gifts. The MGO works closely with the DOD, Associate Director of Development, and departments across the organization to develop and implement strategies that increase contributions from high-net-worth individuals and related family foundations.

The MGO serves as the primary manager of the *Center Stage Society* (\$1,200+ annual giving), Paper Mill's premier donor circle, and leads stewardship and engagement strategies. The MGO also oversees Paper Mill's planned giving program, the *Ovation Society*, cultivating and expanding relationships with legacy donors and prospects.

In addition to these responsibilities, the MGO partners with the Director of Development to support fundraising efforts for the \$43.7 million *Next Act Capital Campaign*, helping to secure major gifts for the renovation and expansion of the theater's facilities.

This role requires availability for early morning, evening, and weekend hours to accommodate events, performances, and cultivation opportunities. The MGO is a results-driven, donor-centric professional who thrives in a collaborative environment, working closely with institutional leadership and across departments to ensure a unified, mission-driven approach to relationship building and fundraising.

### KEY RESPONSIBILITIES

#### Major Gifts & Portfolio Management

- Manage a portfolio of 200+ individual donors and prospects, developing tailored strategies for cultivation, solicitation, and stewardship.
- Oversee and grow the *Center Stage Society* (\$1,200+), ensuring exceptional donor experiences and recognition.
- Identify, research, qualify, and re-engage new and lapsed high-net-worth prospects, in partnership with the Donor Research and Prospect Manager.
- Secure major gifts (4–6 figures+) in support of organizational priorities, including annual operations and campaign objectives.
- Contribute to the success of the *Next Act Capital Campaign* by managing assigned prospects and supporting donor strategy, cultivation, and solicitation efforts in partnership with the Director of Development and Executive Director.
- Lead the growth of the *Ovation Society*, integrating planned giving strategies and cultivating long-term relationships with legacy donors.
- Establish and lead engagement strategies with key financial advisors and Donor Advised Fund representatives.
- Support the Director of Development in managing select donor relationships and campaign alignment.
- Collaborate closely with the Associate Director of Development to ensure strategic alignment and donor coordination among a variety of special events and other annual supporters outside of *Center Stage Society*, etc.

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## **Donor Stewardship & Events**

- Partner with appropriate team members to ensure consistent, thoughtful stewardship across all giving levels.
- In partnership with the Associate Director of Development and the Special Events Coordinator, plan and execute donor stewardship activities, impact communications, and recognition efforts.
- Support and attend key fundraising, stewardship, and cultivation events, including but not limited to the Gala, Golf Outing, Opening Nights receptions, and others as scheduled.
- Represent the organization at performances and special events to provide hospitality and build donor relationships, including hosting the donor lounge as scheduled.

## **Leadership & Collaboration**

- Supervise the Individual Giving Associate, providing mentorship, performance oversight, and growth opportunities.
- Work collaboratively across the Development team to achieve departmental goals and foster a culture of philanthropy, as well as accountability and teamwork.
- Contribute to department-wide planning, strategy development, and goal setting from a major gifts' perspective.

## **Operations & Administration**

- Maintain accurate donor records, proposals, and activity tracking using Paper Mill's CRM system (Tessitura).
- Prepare donor briefings, proposals, reports, and other materials as needed.
- Stay current with fundraising trends.
- Participate in evening and weekend events as required, and perform other duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree or relevant on-the-job experience; CFRE certification, a plus.
- Minimum of 6-8 years of progressive development experience, with a strong track record of securing major gifts; experience with capital campaign, a plus.
- Proven ability to cultivate, solicit, and close major gifts, including pipeline development and donor portfolio management.
- Demonstrated success in planned or legacy giving program growth strongly preferred.
- Experience managing donor circles or giving societies is highly desirable.
- Experience fundraising in the performing arts or cultural sector; knowledge of the New Jersey philanthropic landscape, a plus.
- Superior written, verbal, and interpersonal communication skills; ability to build trust, inspire action, and engage donors confidently, including through public speaking and direct solicitation.
- Excellent writing skills with the ability to craft persuasive, mission-aligned materials and solicitation appeals.
- Highly collaborative team player who can also work independently; demonstrates initiative, curiosity, and a commitment to learning.
- Exceptional organizational and time management skills, with the ability to manage multiple priorities in a fast-paced, goal-driven environment.
- High attention to detail and commitment to quality and professionalism, especially in handling sensitive donor information.
- Demonstrated ability to work effectively and respectfully with individuals from a wide range of cultural, social and professional backgrounds.
- Proficient in Microsoft Office; experience with fundraising CRMs (e.g., Tessitura, Raiser's Edge) preferred.
- Must be available to work evenings and weekends as required for donor cultivation and events.
- Passion for the performing arts and alignment with Paper Mill's mission.

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## **COMPENSATION**

Salary range: \$90,000 - \$100,000, depending on experience. Paper Mill Playhouse provides comprehensive benefits including comprehensive insurance benefits (medical, dental, vision, life, disability); paid time off; 403(b) retirement savings account with a 3% employer match; access to a flexible spending account; and access to various performances, educational events, and professional development opportunities.

## **Apply**

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

Send resume and 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: **Major Gifts Officer**. No phone calls, please.

## **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. Collaboration with other regional theaters and leading independent producers brings over 200,000 New Jersey audience members annually the best in musical theater, from celebrated revivals to groundbreaking new works. In 2016, Paper Mill received the Regional Theatre Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse facilities include a 1,150-seat theater 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 small house with two apartments; 2,500 square feet of education studios; a NY Costume Shop; three parking lots and grounds.

## **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 races, color, ethnicity, ancestry, religion, creed sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender equity, gender expression, and Veteran status.