



THE NATIONAL THEATRE FOUNDATION

Director of Development

The National Theatre Foundation, Washington, D.C.

Posted: July 24, 2024

Location: District of Columbia, United States/some remote work flexibility

Position: Director of Development

Field: Fundraising, Development, Philanthropy

Salary Range: \$90,000 - \$110,000

Benefits: Health and dental insurance; paid-time off/vacation; retirement plan.

Website: <http://www.nationaltheatre.org>

Application Deadline: August 23, 2024

Category: Fundraising, Development, Leadership, Management

Schedule: Some nights/weekends required

Employment Level: Full-time

POSITION SUMMARY

The Director of Development (DOD) leads strategizing, planning, and fundraising for The National Theatre Foundation, the 501(c)(3) responsible for the continued operation and preservation of the second oldest theatre in the country (since 1835) during an exciting time of program growth and capital project initiatives. The DOD will report to the CEO, partner with the Board of Directors and senior leadership, and manage the Foundation's Development Team (consisting of a Senior Manager and Manager of Development Operations and Special Events). The National Theatre is home to the "Broadway at The National" performance series, produced by the National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets. The National Theatre Foundation partners with NTG to ensure a world-class theatrical experience at the theatre for regional residents and visitors from around the country.

Responsible for envisioning and implementing fundraising strategy and driving contributed revenue from individuals, foundations, corporate sponsors and special events to support a suite of community and education programs, preservation of a robust historical archive and capital improvements. The DOD will develop strategies and plans for new campaign initiatives and strengthen a culture of philanthropy in alignment with the CEO, Board of Directors, staff and community partners to actively engage current and prospective supporters.

This is a full-time, non-exempt position, located in Washington, DC, with some hybrid/remote work flexibility possible. Some nights and weekends are required.

PRIMARY RESPONSIBILITIES

- Maintain, expand, and implement, in partnership with the CEO and Board leadership, the annual NTF fundraising plan with financial goals, objectives, and strategies for identifying, cultivating, and soliciting major individual gifts, corporate, government, and foundation grants.

- Advise and lead strategic planning initiatives related to development. Research funding sources and trends to support NTF fundraising efforts.
- Serve as chief liaison to the Board of Director's Development Committee, organizing all meetings and necessary meeting materials, and providing follow-up with committee members as needed.
- Supervise special donor cultivation and fundraising events, including Opening Night receptions and annual fundraising gala (as applicable).
- Supervise grant/fundraising applications and follow-up reports.
- Serve as a primary NTF liaison with the Mayor's Office, City Council members and staff, community groups and arts agencies, including NTF's important relationship with the DC Commission on the Arts and Humanities.
- Serve as a staff leader and collaborator around issues of diversity, equity, and inclusion. Engage proactively with leaders and community members in the racially and ethnically diverse Washington, DC area.
- Coordinate shared services data mining and marketing opportunities with the National Theatre Group/Nederlander National Markets.
- Plan, organize, and oversee annual sustaining membership campaign and direct solicitation program to maintain and expand NTF's growing donor base.
- Supervise development files at all levels and ensure that all necessary records are available as needed for development and auditing operations. Refine and/or establish donor database systems and develop procedures to track, record, report, acknowledge, and recognize all donations. Ensure the accuracy and timeliness of all fundraising, prospect, and donor communications.
- Work closely with the CEO to develop and maintain all fundraising materials. Guide the NTF team in the design and production of all major fundraising publications, NTF's website, and social media, including production of NTF's Annual Report.
- Source prospective national funders and manage special projects related to cultivation of new donors.
- Analyze reports that track fundraising activity against budgeted development targets.
- Other relevant duties as assigned by the CEO.

QUALIFICATIONS AND SKILLS

- Passion for performing arts and other cultural programs. Four to five years of successful fundraising, individual giving and membership experience for nonprofit organizations.
- Proven success as a front-line cultivator and solicitor of major, transformational, and planned gifts.
- Strategic planning experience preferred.
- Superior communication and interpersonal skills, verbal and written.
- Collaborative team player and relationship builder.

- Commitment to ethical fundraising and practices required.
- Commitment to diversity, equity, and inclusion, and capacity to engage effectively and in a culturally responsive manner with diverse colleagues, constituents and communities.
- Self-confident, flexible, and able to work collaboratively with the Board of Directors, consultants, and staff.
- Self-starter with strong organizational, project, and time management skills.
- Ability to successfully handle multiple priorities while remaining flexible, proactive, and highly professional.
- Ability to create, maintain, and produce sensitive, confidential information and documents.
- Proficiency in fundraising and donor database software and MS Office suite.
- Experience in and knowledge of Washington, DC individual donor community and city entities preferred.

APPLICATION INSTRUCTIONS

Please submit a résumé and letter of interest highlighting relevant experience to jobs@nationaltheatre.org. No phone calls please.

* * * *

The National Theatre Foundation is an equal opportunity employer that is committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and in our programs. In particular, NTF seeks a racially diverse staff team to mirror the diversity of the DC metropolitan area.

ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare's *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs. Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.

The National has welcomed almost every major theatrical star in United States history. It strives to be the "Stage for the Nation," by presenting the highest caliber of performing arts genres,

ranging from Broadway productions to popular entertainment and award-winning educational programming. The National's 2024-25 season includes eight Broadway productions along with our four primary community education programs: (1) *Saturday Morning Live! At The National*, a series of free educational programs for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances throughout the District of Columbia and surrounding communities that experience barriers to accessing the arts; (3) *Teens Behind the Scenes*, which provides DMV-area (District of Columbia, Maryland, and Virginia) high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals; (4) *Afterwords*, a talkback series following select performances. Given the diversity of the region, a particular focus of our community education programs is engaging children and youth from racially minoritized and economically disadvantaged communities.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Plans for proper storage, access, digitization, and display are currently under development.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) nonprofit organization established in 1974 and governed by a 18-member Board of Directors. Sandy “Charles” Wilkes serves as Chairman of the Board. NTF's fiscal year 2024 operating budget is more than \$1,300,000, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National and its extensive archives. Among other responsibilities, NTF's staff manages The National's relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the “Broadway at the National” season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF's strategic planning is focused on further deepening its identity, supporting NTG's Main Stage presentations while expanding our own community engagement programs, and communicating The National's rich history in order to distinguish The National among DC's vibrant performing arts scene. NTF's corresponding strategic initiatives in the coming years include bringing The National's archives and history to the public's attention; addressing significant capital improvement; increasing its organizational capacity; expanding its economic model, developing new strategic partnerships; and formulating a communication plan that tells the compelling, inspiring story of The National.