OCALA CIVIC THEATRE announces the following EMPLOYMENT OPPORTUNITY:

POSITION: BUSINESS & DEVELOPMENT DIRECTOR
EMPLOYMENT STATUS: Permanent, Full Time
SALARY & BENEFITS: $40,000 - 45,000 plus benefits
REPORTS TO: Board of Directors
SUPERVISES: Operations, Support Staff, Contracted labor and volunteers in collaboration with the Volunteer Coordinator.
Closing Date: April 1st, 2020

JOB SUMMARY:

Ocala Civic Theatre (OCT) is an award-winning community theatre presenting a high quality and diverse season of theatre and special attractions in its performing arts venue in Ocala, FL, 60 min. north of Orlando.

OCT seeks a high-energy, creative, organized and dynamic professional to join its team as Business and Development Director. This position works closely with the Artistic Director regarding the operation of Ocala Civic Theatre and supervises the day to day financial operations of the theatre including all box office and front of house operations and all marketing initiatives. This position drives the organization’s efforts to achieve the highest level of participation, engagement and revenue generation and raises institutional visibility to local, regional and national audiences.

The Director is responsible for articulating, planning, and overseeing the implementation of a comprehensive development plan for all sources of contributed revenue from individuals and institutions including foundation, corporate and government funding. Responsibilities also include major donor prospect identification, research, solicitation, and stewardship; creating a series of 1-4 cultivation and donor related events throughout the calendar year; and oversight of institutional giving, foundation grants and government grants, develop a comprehensive and multi-year fundraising plan and implement long-range goals that addresses annual fundraising, benchmarks for growth, targets for giving, and other development objectives.
Qualifications: At least one year’s experience in fundraising, grant writing and prospect research, preferably with a non-profit cultural institution. Experience identifying and researching corporate and foundation prospects. Experience working in a theatre is a plus. 34470

Interested applicants should submit a current resume with a cover letter no later than March 1, 2020 by email to: JKirk@ocalacivictheatre.com; or by mail to Dr. Glenda Belote, Vice President, Board of Directors, Ocala Civic Theatre, 4337 E. Silver Springs Blvd., Ocala, FL.