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Description automatically generated with low confidenceDevelopment and Community Outreach Director

Position Description

Overview: Ocala Civic Theatre (OCT) in Ocala, FL is a 501(c)3 professionally produced community theatre. Utilizing our strong volunteer base on and off-stage, we are committed to recognizing the interests and engaging our community by nurturing the individual skills of our staff and volunteers in a safe, supportive and fun place to learn, work and grow. Our season consists of five main stage and two second stage productions comprised of classical and contemporary plays and musicals that represent our diverse community as well as educational programs, productions and special events. Located in Central Florida, just two hours from Orlando, Tampa and Jacksonville, Ocala is a diverse city experiencing dynamic growth fueled by its love of community, commitment to arts, education and culture and civic pride. Ocala Civic Theatre occupies the Appleton Cultural Center with the Appleton Museum of Art.

The Ocala Civic Theatre Development and Community Outreach Director is a key leadership role, responsible for spearheading the development and growth of this theatre organization. This position focuses on building and maintaining relationships with donors, sponsors, and community partners to secure financial support and resources. The Development and Community Outreach Director plays a crucial role in fundraising efforts, board and donor relations and promoting the organization’s mission to ensure long-term sustainability and success.

Reports to: The Executive and Artistic Director

Responsibilities:

1. Fundraising Strategy:

* Develop and implement a strategic and comprehensive fundraising plan which builds sustainable and consistent contributed support for the theatre’s general operations.
* Identify, evaluate, and cultivate potential funding sources, including Major Gift and individual donors, corporations, foundations, and government agencies and personally solicit gifts as appropriate.
* Plan and execute the Give for Marion campaign.
* Work with the Executive Artistic Director and the Board Committee on Special Events.
* Work closely with the marketing department and assist the Finance team in grant reporting.
* Acquire both Season and Event Sponsorships and work closely with the box office manager on Audience Development.

2. Donor relations:

* Build and maintain strong relationships with individual donors, corporate sponsors, and philanthropic foundations.
* Develop personalized cultivation and stewardship plans for key donors, ensuring regular communication and recognition.
* Collaborate with the artistic and administrative teams to engage donors in the theatre’s productions, events, and activities.
* Attend networking events, donor receptions, and community gatherings to expand the organization’s donor base.

3. Board and Committee Engagement:

* Collaborate with the Board of Directors to establish fundraising goals and strategies.
* Support the Board’s fundraising efforts by providing resources, training, and guidance.
* Coordinate and attend board meetings and committee meetings

related to development activities.

1. Grant Management:

* Work closely with our outside grant acquisition team and Finance team with reporting and maintaining and tracking grant deadlines.
* Work closely with staff to gather necessary information for grant submissions.

1. Marketing and Public Relations:

* Collaborate with the marketing team to develop fundraising materials, campaigns, and communications.
* Promote the theatre organization’s mission and fundraising initiatives through various channels, including social media, websites, and print materials.
* Participate in media interviews and public speaking engagements to raise awareness and support for the theatre.

Qualifications:

* Must have a minimum of 3-5 years of progressive fundraising experience with a concentration in individual giving, major gift fundraising and special event planning and execution.
* Excellent oral and written communication and interpersonal skills to engage and inspire donors and stakeholders.
* Executive-level presence and strong presentation skills.
* Ability to develop and execute strategic fundraising plans and meet revenue targets.
* Proven experience in fundraising techniques and donor stewardship.
* Demonstrated ability to build and maintain relationships with diverse stakeholders.
* Exceptional organizational skills and attention to detail.
* Ability to work collaboratively with staff, Board of Directors, and community stakeholders.
* Passion for the performing arts and a strong commitment to building a vibrant, inclusive, and engaging theatre community.

Compensation and Benefits: Salary range of 52k-56k, based on experience. Full- time, exempt position, working 40+ hours per week. We believe in work-life balance and are committed to keeping the workload in alignment with true hours worked. Benefits include medical insurance, paid vacation days and sick leave, seven paid holidays, and a Simple IRA with employee match. This position requires some evening and weekend work, as well as some travel for conferences, performances and other events.

Hiring Process and Timeline: Ocala Civic Theatre is an Equal Employment Opportunity organization. All qualified candidates will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender, gender identity, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law. We strongly encourage applications from members of underrepresented groups.

Acceptance of applicant is contingent upon successful completion of a background check. OCT prefers all employees to be fully vaccinated against COVID-19. Pursuant to Florida Law, OCT recognizes the five (5) exemptions to the requirement.

For consideration, please send a cover letter addressing your specific skills related to this position and your resume with 3 references, to Janice Kirk, jkirk@ocalacivictheatre.com. We will review applications based on a rolling basis until the position is filled. All applicants will be notified when the position is filled. No Phone Calls Please.