

Job Description, Director of Development, Chestnut Street Playhouse

Director of Development

Organization: Chestnut Street Playhouse is a not-for-profit corporation at 24 Chestnut Street Norwich, Ct. It is a small black box theater in the heart of downtown. The mission of this theater is to provide high quality theatrical experiences that entertain audiences, educate students, and develop the local arts community. The organization strives to be a major catalyst for community involvement and revitalization through the arts.

Position and Responsibilities: Chestnut Street Playhouse seeks an ambitious arts manager to serve as Development Director. The Development Director will work closely with the Managing Director, Marketing and Communications Director, Board of Directors, and staff to plan and execute a strategic fund-raising program that encompasses annual giving, major gifts, corporate sponsorships, and special events. This position requires active participation in community organizations and will be the theater's representative at various community functions. The Development Director will also develop a comprehensive database of contacts, funding sources and donors.

Qualifications:

1. BA degree in Arts Administration, Nonprofit Management, Communications, or related field.
2. Experience in the arts or arts education environment.
3. Comfort with computers, database management and gift processing systems.
4. The applicant is a natural communicator with excellent verbal, written and interpersonal skills.
5. The position is envisioned as evolving with the organization. The ideal candidate has the skills to grow the position with the company.

Compensation: The Chestnut Street Playhouse is an equal opportunity employer which strongly encourages women and people of color to apply in keeping with its core values of inclusion and representation.

The salary range is \$20,000-\$25,000 commensurate with experience.

We require the applicant to provide a cover letter, resume and 3 references with phone numbers and/or emails included.