



Job Title: Director of Development

Organization: Cape Cod Center for the Arts / The Cape Playhouse

Schedule: Full-time, weekdays with some evening and weekend events

Salary Range: Based on Experience

Reports To: Executive Director

Position Summary:

The **Director of Development** is a senior leadership role responsible for advancing the fundraising efforts and philanthropic growth of the Cape Playhouse and Cape Cod Center for the Arts. This dynamic individual will lead the organization's development strategy, including overseeing all contributed income streams, such as individual giving, corporate sponsorships, foundation grants, and government support. Additionally, the Director will play a key role in the planning and execution of a **Capital Campaign**, while maintaining a focus on operational fundraising and donor stewardship. This position requires a results-oriented, strategic thinker with a proven track record of securing major gifts, cultivating long-term donor relationships, and driving successful campaigns.

Key Responsibilities:

Fundraising Strategy & Leadership

- Lead the design and implementation of a comprehensive fundraising strategy for the Cape Playhouse, focused on both short-term and long-term growth in contributed income.
- Oversee the development and execution of fundraising campaigns, including an upcoming **Capital Campaign**, annual fund drives, major donor programs, and corporate sponsorship initiatives.
- Cultivate and manage relationships with individual major donors, board members, corporate sponsors, foundations, and government agencies to secure financial support for ongoing operations and capital improvements.
- Collaborate with the Executive Director and Board of Directors to establish annual fundraising goals, set priorities, and ensure alignment with the organization's mission and vision.
- Develop strategies to identify, engage, and cultivate new donor prospects, leveraging research and networking opportunities.

Capital Campaign Leadership

- Play a leading role in the planning, execution, and management of the **Capital Campaign**, working closely with campaign counsel, the Executive Director, and board members.
- Develop and manage timelines, budgets, and strategies for securing gifts for the Capital Campaign, including major and planned gifts.
- Ensure proper stewardship and communication with Capital Campaign donors to maintain long-term relationships and continue engagement throughout the campaign.

Donor Engagement & Stewardship

- Oversee the cultivation, solicitation, and stewardship of donors across all giving levels, from annual fund donors to major gift contributors.
- Lead the development and execution of donor recognition programs and acknowledgments, ensuring consistent and personalized communication with donors.
- Create compelling, personalized proposals and presentations for major donors, foundations, and corporate sponsors.
- Organize and execute donor events, including cultivation dinners, VIP receptions, and stewardship activities.

Team Leadership & Collaboration

- Manage and mentor the Development team, providing guidance and leadership to ensure effective execution of fundraising activities and strategic goals.
- Work closely with the Marketing and Communications teams to ensure alignment on fundraising messaging, donor communications, and promotional campaigns.
- Partner with other departments to ensure fundraising goals are integrated with programming and operations, maintaining a cohesive organizational strategy.

Operational Fundraising

- Oversee day-to-day fundraising operations, ensuring smooth execution of annual giving programs, donor tracking, and gift processing.
- Monitor fundraising progress, track key performance metrics, and prepare regular reports for the Executive Director, Board, and other key stakeholders.
- Ensure all donor data is maintained accurately in the donor management system, leveraging tools like Tessitura (or similar platforms) to generate reports and analyze trends.

Events & Special Projects

- Lead the planning and execution of major fundraising events, including the Cape Playhouse's annual gala, donor receptions, and capital campaign events.
- Oversee event logistics, invite lists, RSVPs, and coordination with external partners to ensure successful and impactful fundraising events.
- Assist with other high-priority initiatives as needed, including project management for new fundraising programs or special campaigns.

Skills & Qualifications:

- **Strategic Vision:** Proven ability to design, implement, and assess comprehensive fundraising strategies to meet organizational goals.
- **Leadership & Team Management:** Strong leadership skills with a track record of effectively managing and developing fundraising teams.
- **Relationship Building:** Exceptional interpersonal skills with the ability to build and maintain relationships with donors, board members, and key stakeholders.
- **Communications Expertise:** Excellent written and oral communication skills, with the ability to craft compelling narratives and presentations to engage donors.
- **Fundraising Expertise:** Significant experience in major gift fundraising, annual giving, capital campaigns, and corporate sponsorships.
- **Analytical Skills:** Strong proficiency in analyzing fundraising data, preparing reports, and using donor management systems (e.g., Tessitura, Salesforce).
- **Event Management:** Extensive experience in planning and executing large-scale fundraising events, from galas to donor receptions.
- **Operational Focus:** Ability to manage day-to-day fundraising operations while strategically planning for long-term sustainability.
- **Artistic Passion:** A deep passion for the arts, particularly the performing arts, with a commitment to supporting the mission of the Cape Playhouse.

Education & Experience:

- **Minimum of 5 years of professional fundraising experience**, with at least 3 years in a leadership or senior development role.
- Experience in leading **capital campaigns** and securing major gifts is strongly preferred.
- A **Bachelor's degree** is required. Advanced degrees or certifications in nonprofit management, fundraising, or related fields are a plus.
- Knowledge of the Cape Cod philanthropic landscape is beneficial, but not required.

EEO STATEMENT

The Cape Cod Center for the Arts/Cape Playhouse is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by law.

To Apply: Please submit a cover letter and resume to **resumes@capeplayhouse.com**