

WESTPORT COUNTRY PLAYHOUSE

Director of Development

Status: Full time / Exempt

Reports to: Managing Director

Salary: \$90,000 - \$100,000 + performance-based bonus opportunities + benefits

ABOUT WESTPORT COUNTRY PLAYHOUSE

For nearly a century, Westport Country Playhouse has played a vital role in the development of American theatre. Founded in the 1930s as a tryout house for Broadway-bound productions, the Playhouse became a place where new ideas took shape, celebrated artists experimented, and audiences experienced groundbreaking work before it reached the national stage.

Through theater, we make connections between audience and artist, across time and distance, mentor and student, and within our community. Westport Country Playhouse is a non-profit that produces work from playwrights, actors, directors and designers from all backgrounds, entertaining audiences and exploring issues along the way.

There are no boundaries to the creative thinking or the kinds of audiences we seek and excitement for theater that Westport Country Playhouse can build.

THE POSITION

The **Director of Development (DD)** will be responsible for all aspects of the Playhouse's fundraising efforts and will serve as the point of contact for donors of all levels. The DD reports to the Managing Director (MD) and works closely with the MD, Artistic Director (AD), and Board of Trustees to develop and deploy strategies to identify, research, cultivate, and steward donor relationships. The DD serves as staff liaison to Board development and fundraising committees.

GOALS

The current contributed income goal is \$2.5million, or 53% of the Playhouse's annual income. Our expectancy for this position is to scale the department and raise enough money to add support staff within the coming 18 to 24 months.

GENERAL RESPONSIBILITIES

Annual Fund Operating Support

- Aggressively plan and execute the Playhouse's Annual Fund programs including Summer and a Year End Appeals. Key initiatives include:
 - Increased identification and cultivation of donors, with particular focus on accessing new constituencies

- Engaging with the broader Playhouse community to expand the donor base
- Develop and deploy major gifts plan and identify major gift donors
- Identify and expand corporate donors and sponsorships, and government and foundation grants
- Work with part-time development associate to process and track all gifts in the Playhouse CRM software, Tessitura, and mail acknowledgement letters

Individual Giving

- Create a strategic plan for annual individual giving based on analysis of the previous years' results and execute the plan to a new level of success
- Maintain and deepen ongoing relationships and build new relationships with donors to the annual fund and to special programs
- Maintain portfolio of major gift donors
- Work with marketing department to manage design process and printing of annual fund and development materials including direct mail, e-solicitations and personalized individual solicitations

Foundations / Government

- Steward WCP's relationships with current institutional donors, and work with part-time Grant Writer to identify, cultivate, and solicit potential supporters.
- Closely monitor deliverables and collect anecdotes, statistics, and documentation to comply with all grant reporting requirements.
- Work with part-time Grant Writer to create persuasive case statements and collect substantive data for use in grant proposals and other documents as required; collect and maintain statistics related to WCP's operations and special programs.
- Work with WCP artistic and education staff to identify production and program areas that match funders' philanthropic and marketing priorities.

Corporate

- Steward WCP's relationships with current corporate donors, and identify, cultivate, and solicit potential supporters.
- Develop compelling proposals and solicit annual corporate sponsorships for season productions and programs
- Coordinate on-site events for corporate sponsors as dictated by the agreements, including ticketing for performances, guest tracking, and event set-up and break-down.
- Partner with the marketing staff to ensure proper acknowledgement and recognition of corporate partners on marketing and advertising content. Steer the development of new ways of acknowledging corporate partners

Donor Relations

- Ensure robust stewardship of individual, corporate, and foundation donors as well as new donor prospects
- Create high touch experiences for Premiere Circle Donors and above
- Manage fulfillment of donor benefits at all levels

- Create gift acknowledgement templates
- Print and mail gift acknowledgement letters

Special Events

- Manage the planning and execution of the Playhouse's special events, including the three annual fundraising events, opening night receptions, Tech Talks, Insider Insights, Donor Lounge, and others to maximize their effectiveness in developing, attracting, and retaining donors
- Coordinate with other Playhouse departments, including marketing, production, front of house, and operations to ensure events are marketed, staffed appropriately, budgeted, etc.
- Serve as support staff for Board organized annual golf tournament

Board and Volunteers

- Work closely with the Board of Trustees to maximize their fundraising potential
- Lead monthly Development & Corporate Partnerships meeting and work with co-chairs on fundraising efforts
- Participate in meetings of the full Board, Executive Committee, Governance Committee, Nominating Committee, Finance Committee, and other selected Board Committees as required
- In conjunction with the AD and MD, motivate Board members and strengthen their understanding of their role in development
- Expand, manage, and coordinate the Board's and other volunteers' involvement in fundraising activities
- Actively serve and support the Board as it continues to grow and develop

Budget

- With the MD and Director of Finance, develop annual budgets for contributions and expenses
- Present budgets to relevant Board committees for review and approval
- Manage the administration of the departmental budget and development systems for all donor contracts and donor stewardship.

Supervision/Leadership:

- Supervise and guide the part-time Grant Writer
- Supervise and guide the part-time development associate
- Propose staff adjustments as appropriate
- Hire, train, manage and evaluate summer and academic year development interns

Playhouse Communications

- Work with the MD and Marketing Manager on overall Playhouse brand as it relates to development efforts and materials
- Create messaging consistent with Playhouse brand

- Work with the marketing department and part time graphic designer on design and development of all materials used in development efforts, such as brochures, packets, signage, annual reports, benefit collateral materials, etc

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer. For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

How to Apply

- Send cover letter and resume to resume@westportplayhouse.org with subject line: Director of Development Search
- Or mail to:

Director of Development Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880
- No phone calls or drop-in visits, please
- Desired Start Date: Late August

http://www.westportplayhouse.org/wp-content/uploads/2026/07/Director-of-Development_2026.pdf