

DEVELOPMENT DIRECTOR OJAI PLAYWRIGHTS CONFERENCE

Hours: Part-time, 20 hrs/week

Salary: \$30,000/year

Email resume and cover letter to: Tahnee Freda, OPC Managing Director at tahnee@ojaiplays.org

Deadline to apply: 04/30/24

About the Organization

Ojai Playwrights Conference (OPC) is a nationally renowned organization supporting playwrights and the development of new plays. OPC's primary program is the two-week Conference and New Works Festival which takes place each summer in Ojai, CA, typically at the end of July/early August. In 2024, OPC added a partnership program with Los Angeles-based theaters, deepening our support for playwrights, and evolving OPC into a year-round organization.

About the Position

The **Development Director** supports the Producing Artistic Director and Managing Director in Development activities of OPC, including donor development, fundraising events, and annual activities pertaining to OPC's annual Conference and Festival. This position requires a strong understanding of fundraising practices and principles, management of major gifts, donor stewardship, knowledge of the Los Angeles and Ventura Counties arts funding community, and the ability to be flexible, take initiative, and work both independently and collaboratively. The Development Director reports directly to the Producing Artistic Director, and supervises a Development Associate.

This is a part-time position averaging 20 hours/week with increased time commitment leading up to and during the organization's planned fundraisers in May and December, as well as the Conference and New Works Festival in late July/early August. This position will work remotely much of the time (OPC does not have administrative offices) but in-person attendance is required for most of the two weeks of the summer Conference & Festival, and occasional events in the LA/Ojai area.

GENERAL RESPONSIBILITIES

- (75%) Relationship Management and Solicitation
 - Work in collaboration with the Producing Artistic Director and Managing Director to develop, manage, and execute fundraising strategies, annual appeals, and campaign calendars
 - Responsible for all individual giving programs, including direct mail and email appeals, board contributions, prospect research, benefit fulfillment, and donor stewardship
 - Participate in the development, planning, and execution of special events (e.g. fundraising parties, galas, festival events)
 - Create donor cultivation, solicitation, and acknowledgment correspondence
 - Work closely with the Board of Directors and Committees to ensure development goals are in line with long term institutional planning and external communications
 - Work with Development Associate to produce targeted mailing lists for appeals, invitation mailings, and programming materials
 - Partner with marketing staff to produce materials related to fundraising (e.g. invitations, emails, social)
 - Maintain gift acceptance policies and procedures
- (15%) Monitoring and Reporting
 - Track and report relationship management activity using internal systems and processes
 - Maintain detailed records of both granted income and individual gifts
 - Work with the Managing Director and the finance department to complete monthly reconciliation
 - Monitor quarterly and annual activity to achieve contributed revenue goals
 - Provide data analysis and reporting of past campaigns to staff and Board
- (10%) Strategy and Cultivation
 - Lead strategy and execution to expand opportunities in individual and major gift support
 - Provide strategic support to Grant Writer and grant writing efforts

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QUALIFICATIONS

- A solution-oriented thinker who understands how to effectively fundraise, build authentic relationships and create win-win opportunities for the organization, our donors and the artists and communities we support
- Minimum 4-5 years of development experience (preferably in an arts-related space), and a deep comfort level with donor stewardship and database management
- Background in nonprofit development and capacity to formulate both traditional and creative/entrepreneurial strategies
- Direct experience in strategizing and implementing a fundraising campaign
- Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status
- Dependability and collaborative spirit
- Proven track record soliciting and closing major gifts, building and cultivating relationships, and leveraging/fostering a strong network of contacts
- Proficient CRM knowledge and CRM software skills
- Experience in establishing fundraising goals, prioritizing projects, operating against objectives, and meeting deadlines
- Outstanding communication (oral and written) and interpersonal skills
- A high level of discretion and confidentiality concerning donor records
- Access to a vehicle to regularly meet with donors and prospects

BONUS POINTS

- Experience with Artspeople/NeonOne CRM
- Experience with communications, copywriting, marketing, etc.
- Google Suite proficiency preferred but not required
- Familiarity with Los Angeles County arts funding landscape
- Lived experience and/or a passion for theater, new play development, performing arts

OPC is an equal opportunity employer and will not discriminate on the basis of race, ethnicity, age, religion, gender, gender identity, sexual orientation, socio-economic status, veteran, familial, or any other locally or nationally protected status. We are actively seeking to engage a diverse workforce.