



PHILADELPHIA THEATRE COMPANY

at the *Suzanne Roberts Theatre*

Philadelphia Theatre Company seeks a dedicated development professional for the role of Director of Development (DOD) to support the next chapter of the organization's life.

Who is Philadelphia Theatre Company?

Philadelphia Theatre Company (PTC) is a leading regional theatre company that produces, develops, and presents entertaining and imaginative contemporary theatre focused on the American experience. PTC balances its Philadelphia roots with a national point of view that combines a taste for adventure with a dedication to new American plays and musicals. PTC is a LORT D theatre with a budget of approximately \$3.5M, currently in its 47th season. The organization is concluding four seasons that reflect an organizational realignment, following leadership changes at the management and board level.

PTC has recently embraced the call for radical change within the American theater industry. The organization strives to be not only a hub for the exploration and questioning of the American experience, but a sanctuary of theatrical wonder and where artistic discovery can thrive. Taking action on our commitments to diversity, equity, inclusion, and access will be one of the cornerstones of our theater to lead us into the future and promise of the live, American drama. We seek applicants who are determined to advance our mission and values, work in a collaborative environment with varying viewpoints and perspectives for the betterment of the Philadelphia community, and further the human experience through dialogue.

Who is in Leadership?

Paige Price (she/her/hers) begins her fourth season as Producing Artistic Director at Philadelphia Theatre Company. After years spent as a Broadway performer, she began producing events, television shows and theatre in the U.S. and abroad. From 2007-2017, she was the Executive Artistic Director at Theatre Aspen in Colorado, where she created a new work festival as well as a professional apprentice program for aspiring students in the field. Price was the 1st Vice President of Actors' Equity Association, the national union for actors and stage managers, from 2006-2017 and was first elected to its board in 2000. She is a founding member of the Board of Directors of the Theatre Subdistrict Council, a member of The League of Professional Theatre Women and Vice-President of NAMT, the National Alliance for Musical

Theatre, as well as a former Tony Award Nominator and Voter. As a performer, she starred in the original cast of Broadway's Saturday Night Fever, as well as the original cast of Disney's Beauty and the Beast and Smokey Joe's Café. Her professional career encompasses film (All The Right Moves, The News Kids), television, radio, web, Off Broadway, regional theatre, and national and international tours. In 2017, she stepped back onto the boards to star in Denver's Curious Theatre production of Sex With Strangers. Her directing credits include several musical productions, concerts, a live television broadcast starring Kelli O'Hara and Matthew Morrison for the WOWOW network in Tokyo, Japan, a reading of The Deplorables at Primary Stages, Next to Normal at Fulton Theatre in Lancaster, PA and a recent reading of the new musical Dear Shirley. Representing Philadelphia Theatre Company, she was a producer for The Adam Mickiewicz Institute commission of the musical Blacksmith at Public Arts Theater in New York City. Pronouns: she/her/hers. Proud Member AEA, SDC.

Emily Zeck (she/her/hers) joined PTC as Managing Director in the fall of 2017. Her theatre management career began in New York producing Off-Off-Broadway, and subsequently led her to Colorado. During her tenure as Theatre Aspen's Managing Director, she worked with Artistic Director Paige Price to bring financial stability to the organization, begin and complete a capital campaign, and construct a new venue. She has held positions at the Denver Center for the Performing Arts, a Broadway general management company, and New York Stage and Film, where she deepened her passion for supporting artists and facilitating new work. She is currently serving as Treasurer of Theatre Philadelphia, the marketing organization for theatre in Philadelphia. Emily holds an MA and an MBA from Southern Methodist University.

Who are we looking for?

Philadelphia Theatre Company (PTC) is seeking a dynamic, creative, and experienced development professional to lead the company's fundraising efforts as Director of Development. Reporting to both the Producing Artistic Director and Managing Director, the ideal candidate will play an active and dynamic role in implementing a refreshed mission and a new vision for the company. This person will be excited to drive organizational change through the theatre's fundraising apparatus, provide departmental leadership, and collaborate with board and staff alike to engage the Philadelphia community in PTC's programs. The candidate will have a passion for theatre and connecting supporters with the rich cultural history and story of PTC. This person will be a creative and out of the box thinker and bring with them knowledge and ability to embrace the industry's shift to reimagine how diverse supporters are welcomed in our spaces and we speak about theatre. Candidates will join a team contributing to a strategic plan focused on bold programming, a renewed commitment to developing new work, and broader participation in the national theatre industry. PTC seeks a candidate pool from a variety of backgrounds and experience to encourage new perspectives and practices within the organization.

Areas of Accountability

- Strategic Leadership
 - Creates a fresh approach to fundraising and developing relationships with donors and supporters of PTC.
 - Develops and implements fundraising strategy resulting in \$2.5 million in annual revenue with a focus on individual, institutional, and corporate donors.
 - Identifies and strategizes the cultivation, solicitation, and stewardship of major gifts (\$1,000+).
 - Collaborates with executive leadership to prioritize artistic and institutional goals to align with fundraising objectives.
 - Fulfills duties as a member of the senior leadership team.
 - Serves as primary liaison to the Board of Directors, the Development Committee, Managing Director, and Producing Artistic Director for all fundraising activities.
 - Collaborates with the Director of Marketing to ensure alignment between development and marketing including the use of data within Tessitura.
 - Engenders a positive and productive team environment.

- Cultivation and Stewardship
 - Creates and manages cultivation and stewardship strategies for PTC supporters.
 - Tracks the progress of fundraising support and is accountable for fundraising tracking and benchmarks.
 - Leads the development of all written materials related to fundraising including grants, solicitations, acknowledgements, and reports.
 - Increases and diversifies PTC's donor base over time.

- Operations and Supervision
 - Plans for the successful implementation and maintenance of systems and policies for fundraising including donor recognition, fundraising events, direct mail and online solicitations, reporting requirements, and prospect research and management.
 - In consultation with the Managing Director, develop and manage the departmental budget and associated contributed revenue goals.
 - Supervises, coaches, and partners in the professional development of the Development team including the Associate Director of Development and the Development Intern.

Essential Skills

The Director of Development must have:

- Demonstrated experience in creating, implementing, and evaluating successful fundraising campaigns for a nonprofit institution, preferably with a budget of at least \$3M.
- Prioritized the values of equity, diversity, and inclusion as well as anti-racism in their professional work and development practices

- Experience in the cultural community (preferred, but not required). A deep appreciation for theatre is imperative, as is the ability to convey that appreciation in an engaging and conversational manner.
- Proven success in identifying, cultivating, soliciting, and stewarding major gifts (\$1000+).
- Excellent interpersonal skills and the ability to communicate appropriately and effectively with all constituents. They must be an effective motivator and advisor to assist staff and volunteers in their efforts to do the same.
- The ability to develop, understand, and meet contributed revenue budgets and departmental expense budgets; the ability to analyze trends and make practical projections.
- Experience with donor management systems, preferably Tessitura, and an interest in other current and emerging technologies related to fundraising.
- Knowledge about current giving trends as well as legal and tax-related requirements concerning charitable giving.
- Excellent oral and written communications skills, including a proven track record with successful grant funding.
- Experience producing large-scale donor events (galas, etc.).
- Willingness and ability to attend evening and weekend performances, as well as to attend meetings and events offsite and outside the regular workday.

How much are we paying and what are the perks?

Salary: \$85K-90K

Benefits Package: PTC also offers medical and dental insurance to its full-time employees currently paid at 100%.

Living in the Greater Philadelphia area

Philadelphia is a culturally rich city with much historical significance located in the heart of Lenni-Lenape territory, in the southeastern portion of the Mid-Atlantic state of Pennsylvania. Boasting a population of about 1.5M, Philadelphia is a culturally diverse, artistic, educational, and economic hub.

One of the oldest colonial cities in the US and once a temporary seat of the nation's capital, Philadelphia is the home to many U.S. firsts, including the first library (1731), hospital (1751), medical school (1765), stock exchange (1790), and business school (1881). A World Heritage City, Philadelphia contains 67 National Historic Landmarks, the third most of any city in the country.

Philadelphia Theatre Company is located on The Avenue of the Arts, a section of Broad Street that leads directly to City Hall, in the very walkable downtown area known as Center City. The Avenue of Arts features many of the city's larger theater and dance venues with many experimental, identity specific, and avant-garde theater, dance, and art companies mere blocks away.

Philly also boasts a vibrant live music scene with rock, rap, classical, jazz and pop venues located throughout the city that present and cultivate musical talent all year round. The home of the nation's largest public art program, Mural Arts Philadelphia, Philadelphia has more outdoor sculptures and murals than any other American city. Fairmount Park, when combined with the adjacent Wissahickon Valley Park in the same watershed, is one of the largest contiguous urban park areas in the United States. Culinarily diverse, residents enjoy fine dining experiences in the city's varied BYOB, open air, food truck, and formal dining settings offering food both invented in Philadelphia, native to the US, and from around the world.

With easy access to I-95, living in the Philadelphia area also allows for easy access to neighboring states. Within a three to four-hour radius you can travel by car, bus or train to Connecticut, New York, New Jersey, Delaware, Maryland and Washington, DC. Flights leaving daily from Philadelphia International Airport bring millions of tourists each year to enjoy the cultural and historic offerings of the one the nation's oldest and beloved cities.

For more information, please check out - <https://www.visitphilly.com/>

How do I apply?

Visit aljpconsulting.com/apply-for-open-positions to submit your resume and cover letter.

PTC is an equal opportunity employer, and we are especially interested in applicants who contribute to the diversity of our organization and who embrace our stated core values: **to be ambitious, joyful, and flexible, and act with integrity and care.** We aim to be an organization where a mix of talented people want to come, to stay, and create their best work.

PTC recruits, employs, trains, and compensates regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.