

PLAYWRIGHTS PROJECT- Job Description

Title: **Managing Director**
Status: Nonexempt, full-time, salaried; \$25-\$28/hour; \$300/month health insurance benefit
Summary: The Managing Director oversees business administration and office systems, manages fundraising and marketing, working with staff, board, and committees.
Reports to: Executive Director

Administrative

- Oversees general operations, administrative staff, calendars and compiling of statistics
- Maintains records (meeting minutes, policies/procedures, development records, archives)
- Manages the organization's database, computer systems, equipment, facilities and storage
- Supports the Executive Director work with the board relations and board business
- Assists with maintaining insurance policies, HR records, and required certifications

Fundraising

- Manages development planning, requests, and implementation with Executive Director
- Tracks program compliance with donor requirements and systems for reporting
- Researches funding opportunities and potential donors
- Writes grant proposals, reports, and thank you letters with the Executive Director
- Participates as the staff liaison on Development and Special Events Committees
- Works with staff and committees to develop and conduct regular fundraising events (including Opening Nights and house parties)

Programmatic

- Works with Program Managers to assure compliance with protocols and funding requests
- Oversees program documentation, e.g. photos, videos, collecting anecdotes and stats
- Coordinates front of house for performances and events with the box office manager
- Observes programs periodically to support evaluation and serve as an program ambassador

Marketing

- Oversees marketing, PR and social media, supported by Administrative Assistant
- Develops marketing materials with graphic designer and administrative staff
- Assists in representing organization to the public, donors, press and partners

Individual Donors

- Guides efforts to deepen involvement of current donors, encourages program participants/patrons to contribute to PWP, attracts new donors, and generates gifts
- Cultivates and maintains relationships between donors, board and staff
- Organizes and keeps current documentation on donors and prospects

Finances

- Sets contribution goals for the annual budget, expense budgets for special events and fundraising activities with the Executive Director and Development Committee
- Maintains records of gifts in DonorPerfect to cross check accuracy of accounting records
- Monitors costs related to areas of management (fundraising, marketing, and special events)
- Supports the Executive Director with financial monitoring and reporting