

Flat Rock Playhouse

Job Description: Director of Development

Job Title: Director of Development

Pay Type: Full Time Salaried with Benefits

Status: Exempt

Hours: 40 hours minimum expected; schedule will vary

Department: Development

Reports to: Managing Director; works closely with Artistic Director

Supervises: Team of 2-3 staff members

Prepared date: 9/23/2025

About Flat Rock Playhouse – The State Theatre of North Carolina

Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama, Inc. the Playhouse continues the Vagabond legacy of professional excellence in production, education, life-long learning, and a unique family bond that extends to its patrons, supporters, and partners.

A 501(c)(3) nonprofit organization, Flat Rock Playhouse produces professional theatre while offering robust educational opportunities, including a college apprentice program and year-round classes for students of all ages. With more than 80,000 patrons annually, it is a vital contributor to the arts and economy of North Carolina.

Position Summary

Flat Rock Playhouse seeks a dynamic and strategic **Director of Development** to lead its fundraising efforts and advance a culture of philanthropy that sustains the mission of this nationally recognized professional producing theatre.

The Director of Development (DD) advances the mission of Flat Rock Playhouse by creating and sustaining a culture of philanthropy that engages donors, patrons, and the community.

As a member of the Senior Leadership Team, the DD reports to the Managing Director, works closely with the Artistic Director and Board of Trustees, and leads a team. This position oversees all contributed revenue programs—annual, major, planned, and capital giving—with responsibility for strategic planning, donor relations, grant writing, and events.

The DD plays a critical role in ensuring the long-term financial health of the organization while acting as an ambassador to donors, community leaders, and partners.

Key Responsibilities

Strategic Leadership & Planning

Collaborate with the Managing Director, Artistic Director, and Board on financial and strategic goals.

Translate strategic vision into actionable business and fundraising plans with measurable outcomes.

Serve as a member of the Senior Leadership Team and staff liaison to the Development Committee.

Fundraising & Philanthropy

Design, implement, and continually enhance a comprehensive fundraising strategy across foundations, corporations, government, and individuals.

Lead annual, major, project specific and planned giving campaigns, ensuring diversified and sustainable revenue.

Personally cultivate and solicit major donors, while coaching and supporting development and management staff, trustees, and volunteers in solicitation.

Oversee preparation and submission of grant proposals and timely reporting.

Donor & Community Engagement

Serve as the central point of contact for donors, ensuring consistent, personalized communication and stewardship.

Manage membership program including Donor Concierge Club.

Oversee donor communications and fundraising collateral, coordinating with Marketing & Communications.

Represent Flat Rock Playhouse as an ambassador with funders, government officials, community leaders, and patrons.

Events & Special Initiatives

Oversee planning and execution of fundraising events, including the annual gala and donor engagement activities.

Recruit, train, and support event volunteers and fundraising ambassadors.

Management & Operations

Supervise the Development team, consultants, and volunteers, fostering professional growth.

Develop and manage the Development Department's annual budget, tracking revenue and expenses.

Ensure accurate gift processing, donor acknowledgment, and compliance with funder intent.

Assist with parking shifts along with all Full Time Staff.

Report fundraising progress and performance metrics regularly to leadership and the Board.

Candidate Profile

A successful candidate will:

- Be a collaborative, inspiring leader who builds strong relationships with trustees, donors, staff, and community partners.
- Think strategically, communicate a compelling vision, and execute with discipline.
- Balance multiple priorities in a fast-paced environment while delegating effectively.
- Demonstrate passion for theatre, arts, and education.

Qualifications

Education & Experience

- Bachelor's degree required; Master's preferred.
- Minimum 7–10 years of progressive fundraising experience (in the arena of arts preferred).
- At least 3 years in a leadership role managing a Development Department or team.
- Proven success in securing major gifts and managing comprehensive fundraising campaigns.
- Experience with donor databases (Tessitura, Raiser's Edge, or similar).

Knowledge, Skills & Abilities

- Broad knowledge of fundraising principles, including major gifts, planned giving, events, and grants.
- Strong organizational, managerial, and financial skills.
- Excellent verbal and written communication, storytelling, and interpersonal skills.
- Proficiency in Microsoft Office, Google Suite, and CRM/fundraising software.
- Flexible, enthusiastic, resilient, and comfortable working evenings/weekends as needed.

Additional Information

- This is a full-time, exempt position requiring 40+ hours per week.
- Must maintain confidentiality and act with professionalism on and off campus.
- Occasional evenings, weekends, and holidays are required during productions and events.

- Participation in staff meetings, parking shifts during productions, and other shared duties is expected of all full-time staff.

To Apply

Please submit a cover letter, résumé, and three references to sam@flatrockplayhouse.org. Applications will be reviewed on a rolling basis until the position is filled.