

## **DIAMOND HEAD THEATRE**

### **Capital Campaign Manager**

#### **Job Description (Full Time Position)**

Founded in 1915, Diamond Head Theatre (DHT) is the third oldest, continually-operating community theatre in the nation. At DHT: audiences experience the highest quality theatre our state has to offer; community members contribute and develop their own talents as actors, artists and stage hands; and students of all ages fill our education studios.

DHT seeks an action-oriented, self-starting, amiable team player with a passion for the performing arts to fill the position of Capital Campaign Manager. The position reports to the Executive Director and plays a key role in the advancement and success of building a new Diamond Head Theatre. The Campaign Manager will work closely with the management team, Board and volunteers to launch and sustain the public phase of the capital campaign; close the campaign; and open the new Diamond Head Theatre.

#### **Skills and Qualifications**

Bachelors degree or equivalent experience in marketing, fund development, communications or nonprofit management. Minimum three to five years of experience in fundraising, sales communications, marketing or related work experience.

#### **Skills**

- Excellent written and verbal communication skills
- Proficiency in Microsoft Office, particularly Word, Excel and executing reliable internet searches
- Event-planning experience
- Strong customer service skills
- Ability to manage and coordinate collateral and other print projects from drafting text to layout to production to distribution
- Experience/knowledge of working with fundraising databases, preferred
- Knowledge of local, community market preferred
- Ability to collaborate with strong teamwork skills
- Ability to work smoothly and effectively with volunteers of all levels
- Strong interpersonal skills with ability to motivate people and groups to action
- Strong organizational skills and attention to detail
- Ability to track large amounts of activities and individual actions
- Effective social media skills
- Limited physical effort required. Includes activities needing ordinary ambulatory skills, lifting or moving up to 20 pounds
- Willingness to work some evenings and weekends

Compensation commensurate with experience; includes comprehensive benefits package.

To apply, submit cover letter, resume and one professional reference letter to: Deena Dray, [ddray@diamondheadtheatre.com](mailto:ddray@diamondheadtheatre.com).