



POSITION: Executive Managing Director

REPORTS TO: President, Board of Directors

SALARY RANGE: \$70,000-\$85,000 DOE/*Includes generous holiday PTO, a flexible hybrid work environment and professional development financial support.*

[Oceanside Theatre Company](#), a Southern California non-profit professional performing arts company, is on a mission to expand its presence and influence in North San Diego County as a performing and visual arts venue and we're looking for a highly skilled **Executive Managing Director** to help us fulfill this important undertaking.

This position will be responsible for fiscal management, operations and marketing oversight, and the development of a comprehensive fundraising strategy to support ongoing operating needs of the organization. A proven leader, the Managing Director must be an experienced non-profit management professional, as well as a dynamic fundraising executive. This individual exudes a passion for the arts, possesses drive, vision, and initiative, has demonstrated success in fundraising campaigns, securing major gifts, structuring successful annual giving campaigns, and managing volunteer engagement.

Now in its 11th year of operations, OTC is honored to be the designated steward of the City-owned historic "Sunshine" Brooks Theater house, a city-owned 198-seat capacity multi-purpose venue and adjoining studio on North Coast Highway in Oceanside, CA. Located in the heart of downtown Oceanside, the Brooks Theater lies squarely in this North County region, uniquely recognized as only one of 14 inaugural cultural districts designated by the State of California.

Working closely with the City of Oceanside, OTC recently secured a new 20-year building lease for the Brooks Theater. The new lease, coupled with public and private grant assistance over the past two years, now provides OTC a pivotal opportunity to invest in its future by way of securing a full-time professional Managing Director to take the leadership reins and lead OTC over the coming years.

Managing Director Goals

- **Oversee** all activities associated with **OTC's operational staff** (Artistic, Music and Youth Academy Directors) and administrative team (Volunteer and Rental Coordinators, Box Office Manager, Accounting)

- Serve as the **primary fundraiser** for the cultivation and solicitation of major gift prospects with the strategic support and engagement of the Board of Directors; plan, oversee and actively participate in all OTC fundraising initiatives
- Increase OTC's overall presence as a professional theater and performing arts venue in North County
- Serve as the external face of the organization, proactively meeting with local stakeholders, government officials, area associations, local merchants and other members of the community

Objectives of the Managing Director

- Oversee the daily operations of the organization, providing hands-on and managing direction on all theater activities
 - Work closely with OTC's Board of Directors and Advisory Board, all of whom are hands-on volunteers very passionate in their contribution to OTC and committed to continuing OTC's Mission
 - **Build and lead an effective team**, including staff and volunteers, dedicated to fulfilling the organization's mission through highly successful program implementation, community engagement, and fundraising targets
 - Identify and implement staffing requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff, and drives the organization's mission
- **Communicate and work effectively with the Artistic Director who will be at the same (lateral) rank within the organization**
 - Coordinate with the Artistic Director to develop budgets and schedules
 - Work with the Board Treasurer to maintain the organizations' accounting, managing cash flow to make sure bills and salaries are paid
 - Manage contracts (such as rights to plays), royalty payments and agreements with actors and designers in conjunction with the Artistic Director
- **Develop and implement strategies to initiate and meet aggressive annual fundraising goals** of \$300K annually, in partnership with the board of directors, to secure financial support from foundations, corporations, individuals, and government funding sources
 - Plan, coordinate and ensure implementation of strategies for all fundraising activities, including, members, annual giving, season ticket subscriptions, special events, and other related solicitations
 - Manage all strategies and activities for donor cultivation, solicitation, stewardship, CRM and patron relations
 - Help identify, cultivate, recruit and develop fundraising volunteers and leadership
- **Lead the marketing and communications** efforts with the goal of increasing visibility, number of visitors and community engagement
 - Oversee all external communication materials including, website, marketing materials, newsletters and social media content

- Serve as the face of the organization and actively participate in external events, both increasing visibility, credibility, and brand in the market, and developing strategic partnerships in order to increase community awareness of OTC

Education

- Bachelor's degree is required, Advanced degree, or MBA is preferred
- CFRE credential preferred or Fundraising Certificate
- Exceptional verbal, written, and visual communication skills

Qualifications

- High-energy, positive attitude, flexibility, teamwork and attention to detail; self-motivated with high degree of initiative, ability to work with minimal supervision.
- Passionate about the arts, excited by the opportunity to lead, and comfortable with their ability to work effectively with a diverse range of people inside and outside the organization.
- Experience with developing and maintaining productive working relationships with board members, donors, community partners and staff.
- Demonstrated ability to prospect, cultivate and steward donors and sponsors.
- Proven management and leadership capabilities to engage and motivate staff and members through a collaborative, respectful working environment.
- Proven track record of having grown an organization and enhanced its reputation.
- Excellent verbal and written communication skills; comfortable in a leadership role that demands clear communication and decisiveness.

About Oceanside Theatre Company: Oceanside Theatre Company (OTC), the resident professional theater company operating the City of Oceanside's Historic Brooks Theater in downtown Oceanside, is a center point of the Oceanside CA Cultural District. OTC'S mission is to produce professional theatrical, visual art and musical productions for the entertainment and enrichment of the community; present educational opportunities in the arts for children and adults; and provide a safe, state-of-the-art public venue for expansion of artistic endeavors in North San Diego County and greater southern California. OTC produces a four-show mainstage theatre season in the 198-seat venue, as well as a Music Series and ongoing events and play readings in the adjacent black box theater, Studio 219.