Executive Director

Bedford Playhouse - Bedford, NY

Summary Description:

The Bedford Playhouse seeks an experienced and dynamic Executive Director (ED) with a history of inspiring people and organizations through principled leadership. The Executive Director will exhibit a strong passion for the arts, and will have a proven track record in Development, (major gifts, annual fund drives and endowment building).

The successful candidate will be a hands-on experienced Administrator. He or she will be a versatile, self-starter who will manage all aspects of the Playhouse’s fundraising, operations, programming, revenue generation, cost control, marketing, and membership growth. He/ she will ensure that the Playhouse continues to meet the needs of the communities it serves in accordance with its mission.

Responsibilities:

The Executive Director will report directly to the Board and be responsible for the management of the day-to-day operations and direction of departmental managers of the Bedford Playhouse- overseeing all administrative functions of the organization, including:

- Development (Director of Development)
- Theater Operations (Theater Manager)
- Marketing (Marketing Manager)
- Finance and Accounting (which is outsourced to a third party)
- Café (Café Manager)

Specific Duties:

- **Strategic Development/Oversight:**
  - Execute Board Approved short-and long-term strategies for the Playhouse.
  - Report on progress in writing at least monthly to Board of Directors.
  - Identify, cultivate, and assist in the recruitment of board and advisory council members whose skills, experience, and financial connections meet the organization’s needs.

- **Development:**
  - Lead and track entire development effort together with Director of Development, including major donor gifts.
  - Enlarge Donor Base and personally cultivate relationships with major donors.
  - Oversee the organization and execution of fund-raising events, including annual gala.
  - Initiate long-term endowment effort and capital campaigns.
  - Grow Membership

- **Operations:**
  - Manage and develop direct reports.
  - Grow revenue through ticket sales, Café utilization, other events and non-programming revenue, e.g. facilities rentals.
  - Maintain appropriate staffing levels.
  - A commitment to the development and training of managers and staff.
  - Together with treasurer prepare annual budgets for Board approval in accordance with approved budget policies.
Monitor and ensure revenue and cost control, monthly financial reporting, compliance, cash flow projections (through third party provider).

Work closely with the Programming Committee to shape and oversee programming slate, including all curated series and education programs.

Oversee and implement all branding, marketing and communications, including website.

- **Community Relations:**
  - Foster strategic partnerships within the local government and community on an ongoing basis.

- **Facilities:**
  - Ensure all facilities and equipment are kept to a high standard

**Required Knowledge & Qualifications:**

Applicant must meet these minimum qualifications for consideration:

- Education: Bachelor’s degree required. (4-year College minimum)
- Minimum 5 years’ experience in the not-for-profit sector as a manager.
- Proven track record in Fundraising/Development.
- Demonstrated ability to motivate teams and co-workers.

**Other Skills:**

- Excellent interpersonal skills to interact effectively with major donors and other constituents.
- Exceptional attention to detail, strong organization and time management skills, and the ability to perform non-routine work with changing priorities.
- Experience in not-for-profit cinema or arts organizations a plus.

**Application Instructions:**

Please submit a letter and resume (electronic submissions preferred) with a summary of demonstrable accomplishments to bphsearch@gmail.com.

*Bedford Playhouse is an equal opportunity employer.*

**About the Theater:**

The Bedford Playhouse, located one hour north of New York City in Bedford New York, is a cultural center, and community hub comprising three multi-use movie theaters, a café and bar.

Originally built in 1947, this historic movie theater has undergone a two-year, $6 million-dollar renovation incorporating state of the art projection and sound equipment. Open seven days per week the Playhouse presents the best first run commercial and art house movie releases, as well as film classics and family entertainment, author and speaker events, musical performances, art exhibits, and educational offerings. During 2019 the Bedford Playhouse presented 450 performances of 117 separate films (first-run, second-run or repertory) and 56 non movie events.

The newly renovated not-for-profit Bedford Playhouse complex which re-opened in September 2018 is a vital entertainment and cultural resource for Westchester and Connecticut residents to gather for film, music, and special events. The annual budget for 2020 is $2.4m. Development activities are projected to contribute just over 40% of this figure.

The Playhouse is home to the Clive Davis Arts Center, named for our top donor, legendary music producer Clive Davis. The Bedford Playhouse/CDAC represents all the exciting programming and events that happen within the Playhouse walls.

Bedford Playhouse theaters and event spaces are also available to rent for classes, meetings, parties, and corporate events.