



POSITION **ANNOUNCEMENT:** Director of Development

SUMMARY

The acclaimed Woolly Mammoth Theatre Company in Washington, DC, seeks its next Director of Development to fund and support its vision, operations and impact. As our next Director of Development, you will be a key member of the leadership team responsible for manifesting a new path for one of the most adventurous and innovative theatres in the nation - one that balances long-term stability with the nimbleness that has kept us on the cutting edge of art and social justice.

We seek a proactive, empathetic and creative leader who will be responsible for driving, maintaining and growing **a thriving, systematic engine of contributed income** from a broad range of institutional and individual donors and supporters - generating approximately half of our approximately \$5 million budget annually. You'll helm a development team of 4 and collaborate closely with the Managing and Artistic Director, finance and operations team, marketing and communications team, Board of Directors, and community volunteers.

The new Director will come aboard at an exciting time for Woolly Mammoth as an institution and an historic inflection point for American theatre in general. Woolly has begun to operationalize a new strategic plan crafted during the pandemic that honors the company's rich legacy of new work and audience engagement, while catapulting forward an expansive artistic vision that few other theaters are positioned to pursue. The financial outcomes your work will generate will help us prove and sustain new and innovative programs, like the Miranda Family Fellows program - a breakthrough effort that could influence workforce and career development in theatre on a national scale. It will help expand our nationally acknowledged Connectivity program, and leverage the new opportunities galvanized by the success of our first pre-Broadway musical, "A Strange Loop," which won the 2022 Tony for Best Musical after moving to Broadway. **It's a kick-ass time to be Woolly!**

LOCATION

Washington, DC metro area

SALARY RANGE

\$110,000 - \$120,000

POSTING DATE

12/19/2023

TO APPLY

Send a resume, cover letter, two writing samples and three references to resumes@woollymammoth.net.

Applications submitted by January 19, 2024 will be given full consideration. Applications will be reviewed as they are received. Initial screening calls will begin in mid-January and continue through early February. Early applications encouraged.

APPLY NOW

**VIEW THE FULL
JOB DESCRIPTION**

WORKING AT → WOOLLY

Woolly Mammoth, a national innovator in the development and production of new plays, is one of the best known mid-sized theatres in the country and “the hottest theater company in town” (Washington Post).

For over four decades, Woolly has held a unique position at the leading edge of the American theater, earning a reputation for staying “uniquely plugged in to the mad temper of the times” (New York Times). Woolly Mammoth produces courageous and invigorating new work to radically redefine theatre as a catalyst for an equitable, creative, and engaged society.

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of Woolly. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country, and we aim to do better; using the principles of anti-racism to guide our actions and decision-making.

How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware.

We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.



MISSION






Woolly Mammoth produces courageous and invigorating new work to radically redefine theatre as a catalyst for an equitable, creative, and engaged society.

THE IDEAL → CANDIDATE

This right candidate for this role will be energized by the chance to harness and leverage our community's clear demand for bold and visionary new work to secure the funding needed to produce it. We need someone with serious fundraising chops that can also lead, rally, inspire, influence and mentor others.



Woolly Mammoth needs a Director of Development with:

-  7-10 years of experience successfully building, executing, managing and/or evaluating fundraising activities, including a previous director-level role
-  A track record of successfully managing and mentoring a development team
-  Experience applying an anti-racist / equity lens to fundraising and engaging staff and board in the evolution of fundraising practices towards a community-centered approach
-  Strong interpersonal communication skills that allow you to adapt to working with a wide range of staff, donors, vendors, and other collaborators - including people from a variety of cultural backgrounds and those who embody intersectional identities
-  Confidence, maturity, and a problem-solving mindset in dealing with setbacks, challenges, and changing or unanticipated circumstances
-  Familiarity with Tessitura and other arts- and nonprofit-specific technology tools
-  Understanding of Washington, DC and its philanthropic community; understanding of the DC theatre ecosystem a plus
-  An appreciation for theatre and a belief in the arts as an important aspect of society

DUTIES & RESPONSIBILITIES

The core duties and responsibilities of the Director of Development are focused on 4 specific areas:

- ▣ Leadership & Collaboration
- ▣ Management & Capacity-Building
- ▣ Fundraising Strategy & Donor Relations
- ▣ Development Operations

LEADERSHIP & COLLABORATION

- As a member of Woolly's senior leadership team, serve as a strategic and creative collaborator in service of our long-term direction setting, short-term decision-making, and season planning processes.
- Contribute to financial management of Woolly, including annual organization and department budgeting and goal-setting in line with our core values and strategic plan; development budget monitoring and projections; and participation in or presentation to meetings of the board of directors or appropriate committees.
- Participating in the Nominating and External Relations Committees of the Board.
- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.

MANAGEMENT & CAPACITY-BUILDING

The Director of Development supervises the Individual Giving Manager, Engagement & Events Associate, Grants Manager, Institutional Giving Consultant, and Development Operations Manager. We anticipate adding a donor relations or major gifts-focused role to the team as well to further the objective of significantly growing our major gifts program.

The Director will:

- Set the tone for the department, embracing and enacting Woolly's values of radical inclusivity, creative risk-taking, and relentless inquiry & experimentation.
- Identify, advocate for, and implement ways to expand department capacity to meet revenue goals on an ongoing basis.
- Align the Development department's staffing and capacity structure on an ongoing basis with Woolly's growth strategy and budget priorities, ensuring staff coverage and leverage relevant to Woolly's areas of greatest fundraising opportunity.
- Hire, supervise, mentor, and motivate Development staff, including re-hiring roles, goal-setting, creating feedback and accountability loops, developing mechanisms for recognition and reward, identifying areas of growth for team members, and more.



DUTIES &



RESPONSIBILITIES

FUNDRAISING STRATEGY & DONOR RELATIONS

- Lead and have accountability for planning, executing, monitoring, evaluating and refining Woolly's overall fundraising strategy on an ongoing basis.
- Oversee the creation and execution of a comprehensive multi-channel program of engagement, cultivation, solicitation and stewardship activities for individual donors at all levels, in collaboration with Artistic/Production, Marketing, the Individual Giving Manager and key leadership that hold important donor relationships.
- Architect, grow and optimize a robust major and planned gifts prospect pipeline over the long-term, collaborating closely with Managing Director, Artistic Director, Individual Giving Manager, any other future staff member focused on major gifts, and appropriate Board members and/or volunteers to implement individual donor cultivation and solicitation strategies.
- Serve as lead fundraising strategist and ensure team accountability for the success of fundraising events at Woolly Mammoth, including ensuring a robust portfolio of events for cultivation and solicitation and leading the fundraising and audience development for the gala.
- Oversee grant strategy implemented by the Institutional Giving Manager, ensuring strong relationships with regional and national institutional partners (foundations, corporations, government).
- Oversee the development of a more structured and proactive corporate giving program.
- Collaborate with senior leadership (and likely campaign consultants) to strategize, plan, and ultimately execute a significant capital campaign.

DEVELOPMENT OPERATIONS

- Oversee the Development Operations Manager's efforts to consistently maintain and improve internal systems for collecting, managing, and leveraging donor data in the Tessitura CRM database to inform and execute strategies.
- Ensure smooth internal cross-department collaboration over the use of Tessitura between development and marketing.
- Ensure effective, timely and responsive systems and procedures are in place.
- Ensure that Woolly's development team stays aware of new technology tools and platforms that can make their work more effective and efficient.



COMPENSATION + ➔ BENEFITS

SALARY RANGE

Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

The salary range for this full-time exempt position is \$110,000-\$120,000 annually.

BENEFITS

Woolly Mammoth offers an excellent benefits package for full-time employees, including:

- Upon hire, employees are eligible to accrue 17 days per year and have the opportunity to accrue more PTO after 2 years of service
- 10 paid holidays, plus the week off between Christmas and New Year's
- Summer Fridays, where the Woolly team works half days on Fridays
- Eligibility to participate in our 401K retirement plan, effective the first day of the month following your hire date
- Flexible Spending Account (FSA) for medical, parking and transit costs
- Medical insurance, with WMTC contributing 90% of the cost for employees and 50% of the cost for dependents
- Dental insurance
- Vision insurance
- Short- and long-term disability insurance, including AD&D insurance
- Life insurance
- Employee Assistance Program
- Worldwide Travel Assistance



FOR THE FULL JOB DESCRIPTION, [CLICK HERE](#)

HOW TO → APPLY

Please e-mail the following materials to resumes@woollymammoth.net, with “Director of Development” in the subject line:

1. Cover letter expressing your interest in this position
2. Resume (no longer than three pages)
3. Two pre-existing writing samples from your donor communications work
4. Three references resumes@woollymammoth.net. No phone calls please.

COMMITMENT TO → EQUITY

Woolly Mammoth Theatre Company is an equal opportunity and affirmative action employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Woolly complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Woolly Mammoth seeks a broad spectrum of employees and is strongly committed to a diverse, inclusive, and equitable work environment. We strongly encourage Black, Indigenous, and people of color – as well as members of underrepresented groups – to apply.

FOR THE FULL JOB DESCRIPTION, CLICK HERE

