



VLT Executive Director Job Posting & Description

November 2022

VLT seeks a qualified Executive Director to lead the theater into the future. VLT is a growing, community theater looking to hire our first permanent Executive Director. In this role, the Executive Director will be overseeing facilities and operations as well as working externally to fundraise and engage with the community. Our initial executive director needs to love the theater and the people that attend as well as perform. In addition, understanding the business side of a theater including facility management and rentals, grant writing, individual asks, marketing of performances and community engagement.

Our ideal candidate is excited about the opportunity to build a theater program! They have start-up experience in nonprofit or business and are willing to help us grow. An ideal candidate will have experience in guiding volunteers, a spirit of collaboration and willingness to build a culture of inclusion at a small community theater.

This is a full-time position that reports to the Very Little Theatre's Board of Directors.

About the VLT: VLT has been a volunteer-based organization for over 93 year with a mission to be a diverse, community based organization that entertains, educates, and inspires through theatre. Having recently completed the first phase of a Capital Campaign, raising over \$1.7 million and renovating the Main Stage house and stage spaces, as VLT moves forward, its Executive Director, Board of Directors and the Capital Campaign committee will continue to fundraise to accomplish Phases 2 and 3 of the renovation – a new scene shop, new dressing rooms, more storage, and a spruced-up lobby and Stage Left. With growing programs, partnerships, and reach, this is an exciting time of growth for the VLT. Learn more at thevlt.com.

Responsibilities:

Fundraising & Marketing

- Oversee all fundraising activities including grant writing, donor stewardship and development, sponsorships and ad sales, and events.
- Tracking gifts and stewarding donors with tax-receipts and thank you letters.
- Develop season brochure and marketing plan with staff and volunteers for ticket and subscription sales including publicity and public relations
- Responsible for the creation of marketing materials, press releases, and social media content



Financial

- Develop a yearly organizational budget with support from the Board and Board Treasurer.
- Monitor annual operating budget/cash flow including accounts payable and receivable, payroll, taxes, cash flow analysis and cash receipts.
- Prepare monthly financials for board review.
- Prepare financial statements and documents for annual tax filings and audit.

Management

- Responsible for the hiring, management and supervision of all staff as well as development and implementation of employee policies and employee handbook
- Supervise and coordinate maintenance, repair, and safety compliance of the building and technological systems for the organization
- Oversee the execution of all professional contracts (theater rentals, artistic and staff contracts, insurance contracts, services providers and contractor agreements)
- Oversee box office and front of house staff and volunteers including training and scheduling and serve as box office staff as needed
- Assists and coordinates the activities of volunteers and volunteer committees in all functional areas of theaters operation and attends member/volunteer committee meetings as necessary

Leadership

- Responsible for collaborative development and execution of all strategic, business, fundraising, and marketing plans for the overall success of the organization with support of the Board and ad-hoc committees
- Represents VLT in the community as well as to state and county organizations and local and national theater communities

The Executive Director also completes other duties as assigned.

Qualified candidates should have:

- Bachelor's degree in nonprofit management, arts, public or business administration, communications or other related field or equivalent combination of education and experience. Master's Degree preferred.
- A minimum of five years' related experience in budget management, fundraising and facility operations.
- Experience working with and knowledge/understanding of theater & theater operations preferred.



- Fundraising experience including individual asks, donor stewardship, grants and events.
- Experience with community engagement, volunteer management, and collaboration with our diverse community.

Preferred Qualifications:

- Experience reporting to and working with a nonprofit Board of Director
- Enthusiasm for grassroots fundraising and volunteer management.
- Self-directed and strong use of online tools for project management and communication.

Employment details: *The VLT is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process.*

Compensation: Determined by qualifications. Beginning salary range: \$55,000 - \$65,000. Benefits include health insurance, a flexible work environment, and holiday/vacation/sick time.

We are not offering relocation costs for this position.

To apply: Please submit a cover letter and resume to: Search Committee, Very Little Theatre via email at apply@thevlt.com. *No phone calls please.*

Application deadline: First consideration will be given to candidates who respond on or before **November 30, 2022**. The position will be open until filled.