Director of Philanthropy

About Portland Ovations

Portland Ovations is a vibrant non-profit performing arts organization in Portland, Maine connecting artists and audiences through a diverse array of arts experiences onstage and off. With performances in classical, pop, and jazz music; traditional, classical, and contemporary dance; and theater ranging from solo tour-de-forces to Broadway National Tours, Ovations aims to make the performing arts an integral part of everyday life. With a vibrant season of more than 75 performances and interactive community activities, Ovations engages 40,000 people throughout Southern Maine each year, including deep connections for nearly 10,000 students and educators.

Ovations is a 96-year-old nonprofit organization with a $4.3M budget (20% contributed revenue raised from 2,000 Members/donors, corporate sponsors, funders and other sources), a highly collaborative staff of 10 people and a committed board of directors. Our dedicated team is at the heart of Portland's Arts District.

Ovations is a people-first organization: we prioritize equity and relationships over transactions. We have a long history of partnering with other arts organizations, schools, community service organizations, and local businesses. We strongly believe engagement in the arts is fundamental to community wellbeing. Our staff is dedicated to working across communities and bringing people together through curiosity and a shared passion for the performing arts.

We are seeking a dynamic, energetic, and strategic Director of Philanthropy to join our team, leading us through a period of fundraising growth and our celebratory 2031 centennial year. We seek a leader who is optimistic, joyful, and compassionate who will bring their best to the office as well as internal and external stakeholders. The ideal candidate will be an excellent communicator with a passion for the arts.

About the Role

The Director of Philanthropy will lead Ovations' dynamic development program, designing and executing a comprehensive fundraising strategy to maximize all non-corporate contributed revenue streams, including major gifts, the annual fund, special events, and foundation grants.

Striking a balance between high-level strategy and hands-on execution, the Director will empower the Development Team, executive leadership, and the Board of Directors to achieve organizational development goals. Imperative to the role, the Director will personally champion the growth of a burgeoning major gifts program, directly managing a high-potential portfolio of major donors to secure long-term institutional support. Collaborating closely with executive leadership, the Director of Philanthropy will execute the organization's new multi-year strategic plan and secure annual development goals. This role focuses on building a robust donor portfolio capable of sustaining multi-year gifts to fuel Ovations' long-term growth.

The ideal candidate is a proven leader eager to build a resilient, long-term fundraising strategy. As Ovations' first Director of Philanthropy, you will drive annual fund growth through an expanding Membership base, elevate our major gifts program, and design a forward-looking planned giving program in anticipation of our 2031 Centennial Celebration and campaign.

Key Responsibilities

Fundraising Strategy (20%)

- Set annual fundraising goals in line with Ovations' approved fiscal year budget (July-June) and in consideration of known future growth plans, including defining departmental fundraising goals
- Lead the development team through an annual team planning process to produce a documented, comprehensive Development Strategy and Annual Fundraising Plan that clearly outlines how goals will be achieved, quarter by quarter
- Provide fundraising leadership, in collaboration with the Executive & Artistic Director, that engages the Board of Directors across the fundraising cycle, including management and engagement of the Board's Stewardship Committee
- Present fundraising strategy, activity, and progress reports to the Board of Directors, Stewardship Committee, and Finance & Audit Committee, actively participating in regular meetings of each group
- Provide key leadership in the management and engagement of any current and future outside fundraising counsel, as needed, for growth and potential campaign initiatives
- In line with the strategic plan, develop a written and compelling case for support to sustain Ovations' fundraising and organizational growth

Major Gifts (40%)

- Develop a strategy for major gifts fundraising, including gifts of assets through planned/legacy bequests, as well as leveraging major gifts to meet both current fiscal year goals and support future growth plans

- Directly manage a portfolio of up to 75 qualified major gift prospects from discovery, through cultivation and solicitation, donor visits, and stewardship cycles
- Develop strategies to engage the Executive & Artistic Director, Board Stewardship Committee and Associate Director with portfolios of major gift prospects, drawing on 200 highly qualified donors and support leadership in the cultivation, solicitation, and stewardship cycle of key prospects
- Ensure high participation by major donors in annual fundraiser, POP.

Personnel Management (25%)

- Lead a team of two full-time development professionals who collectively oversee a Membership program; grants and foundations; Members' Lounges, donor salons, and other special events; and development operations
- Provide strategic support and supervisory oversight to the team, ensuring development staff understand their annual fundraising goals and responsibilities, and have the support and direction needed to be successful
- Provide weekly, monthly, quarterly, and annual supervisory support and feedback to team members, holding ultimate responsibility for the team's individual and collective success

Cross-Functional Leadership (10%)

- Work with the Executive & Artistic Director and Associate Director on Ovations' annual budget, specifically taking ownership of developing realistic revenue projections and ensuring the appropriate mechanisms are in place to properly track restricted and unrestricted gifts and grants to meet donor intent
- Oversee all donor communications including but not limited to: Membership newsletters and renewal notices, annual appeals, stewardship newsletters, annual reports, donor event invitations, etc. working closely with the Director of Communications and development team to ensure organizational messaging, brand standards, and coordinated calendars are followed
- Collaborate with Associate Director on achieving a highly successful annual fundraiser, POP, by ensuring high participation by major donors and other stakeholders.
- Responsible for producing monthly Development dashboards that clearly track progress to goals, including presenting information to leadership, committees, and Board of Directors

Additional Responsibilities: (5%)

- Serve as an Ovations ambassador at live performances and special events

- Support the Development Team as necessary, including backfilling responsibilities during planned vacations and leaves of absence
- Manage departmental budget
- Perform additional tasks as requested by the Executive & Artistic Director

Required Qualifications

This role is a senior-level leadership role and requires the following experience and skills to be successful:

- 7+ years of development leadership experience in a nonprofit organization
- Deep understanding of non-profit fundraising best practices and ethics, including an understanding of nonprofit finances and tracking restricted/unrestricted gifts
- Ability to develop, articulate and drive development strategy
- Must have direct, demonstrated experience working with major gifts
- Must have demonstrated knowledge of individual giving and annual fund strategy
- Experience using an enterprise-wide CRM system such as: Tessitura (used by Ovations), HubSpot, Salesforce, Raiser's Edge/Altru, Bloomerang, Neon CRM, etc.
- Demonstrated supervisory experience managing teams
- Genuine interest and alignment with Ovations' mission, core values and a commitment to the advancement of the performing arts as an integral part of a healthy and vibrant community

Preferred Qualifications

Portland Ovations values diverse experience and skillsets. The ideal and most qualified candidate will possess the following qualifications. We encourage anyone interested to apply for the role and request that you include what specific experiences or skillsets you have that will contribute to your success in this role:

- Strong candidates will have experience as part of a team that successfully executed a multi-year comprehensive or capital fundraising campaign
- Experience with planned giving, including the various types of planned giving vehicles and the foundational elements of a successful planned giving program
- Demonstrated understanding of nonfederal grants

The successful candidate for this role will also possess the following aptitudes:

- Commitment to teamwork and ability to collaborate within a small, close-knit team
- Relationally oriented (rather than transactional) with a strong drive toward results
- Ability to exercise discretion and a commitment to ethical decision-making and confidentiality

- Active professional commitment to inclusion, diversity and equity in both the workplace and philanthropy
- Interest in community-building and gathering
- Ability to clearly communicate with diverse stakeholders through both verbal and written communications platforms

Working Conditions and Physical Demands

Most work is performed in an office environment not subject to extremes of noise, temperature, odor, etc. Operates computers, printers, and other office equipment. Work involves extended time at a desk, computer use, and small muscle tasks. Other work includes periods of extensive standing, walking, and moving around offsite venues, both inside and outside. Lifting and carrying of equipment, materials, and supplies may be required, with varying weights. Flexibility to work irregular hours, including evenings and weekends for performances, is required. A hybrid work culture exists. Travel is necessary to attend off-site events. Must have a valid ME driver's license and reliable transportation.

Compensation and Benefits

The salary range for this position is $105,000-125,000 per annum. The pay offered to a selected candidate will be determined based on factors such as, but not limited to, the scope of the position, the qualifications of the selected candidate, budget availability, internal equity, and external market pay for comparable jobs. Benefits include generous paid time off, thirteen paid holidays, medical insurance (employer currently pays 90% of premium), access to group dental and vision plans, Simple IRA with employer match, professional development opportunities and a flexible work schedule. Parking is provided by Ovations at a nearby garage. Complimentary access to Ovations performances.

Our Values

Portland Ovations is committed to being anti-racist and values equity and social justice for all. We celebrate, support and learn from our differences and believe an inclusive and diverse workplace creates a thriving organization benefiting our employees, our programs and our communities. Ovations is proud to be an Equal Opportunity Employer and welcomes applications from candidates demonstrating diversity of race, gender, sexual orientation, religion, ethnicity, and national origin.

Portland Ovations is an Equal Opportunity Employer

- **Position:** Director of Philanthropy
- **Reports to:** Executive & Artistic Director
- **Salary:** $105,000-125,000

- **Hours:** Full-time; 40 hrs. per week
- **Hours of Operation:** Variable; includes nights and weekends during the performance season
- **Location:** Portland, Maine (onsite, with option to work a hybrid schedule)

How to Apply

Please submit a resume and cover letter describing your relevant experience, interest in the position, and connection to Portland Ovations' mission and core values. In your cover letter, please tell us a story about a leadership gift you secured and why it was meaningful to you.

Please email cover letter and resumé to info@portlandovations.org with "Director of Philanthropy" in the subject line. Alternatively, materials can be mailed via USPS to Portland Ovations, 120 Exchange Street, Suite 110, Portland, ME 04101 to the attn of Mary Campbell.

Applications will be reviewed on a rolling basis until the position is filled.