

Position Opportunity

**Director of Development
Presidio Theatre
San Francisco, California**

The Presidio Theatre, a not-for-profit organization created to restore and operate the historic Presidio Theatre on the Main Post of the San Francisco Presidio, invites applications and nominations for the position of Director of Development.

The Presidio Theatre

<https://www.presidiotheatre.org/>

In September 2019, the revitalized Presidio Theatre reopened its doors in San Francisco's Presidio National Historic Landmark District as a high quality and affordable multipurpose space for live theater, cinema, dance, music, lectures, educational programming, and special events. The mission of the Theatre is to ensure that the magic of live performance is accessible to the entire community. By reawakening an architectural jewel in the Presidio and creating a professionally run venue that reflects the rich diversity of the Bay area, the Presidio Theatre provides an opportunity for area artists to develop and flourish. The Presidio is quickly becoming a venue of choice for national and international touring artists of the highest caliber to perform for Bay area audiences.

Built in 1939 as a movie theatre for the officers and enlisted men at the Main Post, the Presidio Theatre was host to live performances and radio broadcasts by entertainers like Jack Benny and Bob Hope during World War II. It continued to serve as a movie theatre and roadhouse for entertaining the resident military and their families after the war. The Army renovated the theatre in 1962. The last movie was shown in 1994 and the building was vacant from 1994 until it reopened in 2019.

The Presidio Trust began as an innovative Federal agency created to save the Presidio and transform the 1,500-acre military installation near the Golden Gate Bridge into a national park. The Presidio today is a community of residents and commercial tenants that offers unique recreation, hospitality, and educational opportunities to people throughout the San Francisco Bay Area and the world.

In 2014, the Margaret E. Haas Fund joined in partnership with the Presidio Trust to rehabilitate the Presidio Theatre. A study commissioned by the Presidio Theatre confirmed the need for a facility that serves smaller performing arts organizations and allows them to showcase their work to a wide range of audiences in an affordable, accessible, state-of-the-art performance space. In September 2019, the Presidio Theatre opened its doors as a not-for-profit 501(c)(3) corporation and began operating the venue as a performance space for both professional and community-based artists and ensembles in the Bay Area under a very long-term lease with the Presidio Trust.

The Presidio Theatre today reflects its original 1939 Spanish Colonial Revival design. Front of house now includes 600 seats, a functionally expanded stage, state-of-the-art sound system and theatrical equipment, ADA accessible seating, two lounges with concessions bars, coat check, box office, and code-compliant restrooms. Backstage includes office space, a catering kitchen, green room, individual and group dressing rooms, loading dock, 800-square-foot rehearsal studio, and storage. An enclosed outdoor plaza has a standing capacity of 300 people. Theatre operating costs are funded through a mix of rental fees, ticket sales, and philanthropy.

The Opportunity

The Director of Development will work with Executive and Artistic Director Lilly Schwartz to develop a strong and diverse donor base in order to advance the mission of the Presidio Theatre and ensure that the Theatre is accessible to a broad base of Bay area residents. The Director of Development will build a comprehensive development program that includes growing the existing membership program and sponsorship opportunities in addition to a robust annual fund, major gifts program, endowment, and institutional giving programs. The Director of Development will have the opportunity to work with visionary Board leadership and a dedicated staff colleagues to realize the vision that the Presidio Trust's partnership with the Margaret E. Haas Fund makes possible for the Presidio Theatre.

The Position

Reporting to the Executive and Artistic Director, the Director of Development is an essential member of the senior leadership team that sets the short- and long-term vision, direction, and operating plans for the Presidio Theatre. The Director of Development develops and executes a comprehensive development plan to ensure that all sources of individual and institutional philanthropy will support at least fifty percent of the Presidio Theatre's annual operating budget.

The Director of Development partners with the Executive and Artistic Director to recruit, engage, and support an active Board of Directors who are significant individual donors as well as ambassadors for the Presidio Theatre throughout the community. The Director of Development provides impetus and support for the fundraising efforts of the Board.

Working with the Executive Director, the Director of Development plays a leadership role in the identification, cultivation, and solicitation of gifts from individuals, foundations, corporations, and government agencies. The Director of Development actively pursues sponsorship opportunities for the Presidio's programs and presentations. The Director of Development is responsible for the planning and execution of special fundraising events to support the Presidio Theatre's programs and presentations.

The Director of Development recruits, motivates, supervises, and evaluates a high-performing development team and ensures that the systems and protocols are in place to provide accurate recording, prompt acknowledgment, and appropriate stewardship of all gifts.

The Director of Development is a visible and articulate spokesperson for the Presidio Theatre throughout the San Francisco community. The Director of Development is an active member of that community and serves as a resource to Bay Area arts organizations that perform at the Presidio Theatre.

Candidate Profile

The ideal candidate will combine a deep respect for philanthropy with ten or more years of successful experience as a senior development officer with not-for-profit arts or cultural organizations. The successful candidate will have the demonstrated ability to design, lead, and manage a comprehensive fundraising program that includes a membership program, an annual fund, a major gifts campaign, corporate and foundation fundraising, special events, sponsorships, and special projects. The candidate will have a track record of success achieving and exceeding annual fundraising goals of at least \$500,000.

The successful candidate will have the entrepreneurial spirit needed to manage a start-up development office and an understanding of what it takes to scale up and grow all aspects of a strong, sustainable

fundraising program. The candidate will be thoroughly familiar with best practices in all aspects of philanthropy.

The successful candidate will have the demonstrated ability to work effectively with an executive director and volunteer board of directors to achieve annual, long-term, and special project fundraising goals. The candidate will ensure that the Executive Director and Board members have the information and preparation they need to be effective members of the fundraising team. The candidate will be willing and able to mentor staff as needed to build a strong fundraising team and to instill a sense of responsibility for fundraising in throughout the organization.

The successful candidate will be an articulate spokesperson and persuasive advocate for the Presidio Theatre. The candidate will be an expert storyteller who is easily and comfortably able to represent the Theatre to funders, community stakeholders, and the public.

The Director of Development of the Presidio Theatre will be a person of high integrity and ethical standards. The candidate will be creative, curious, and flexible professional with excellent interpersonal skills, a customer-service orientation, and a can-do attitude. The candidate will be organized, proactive, and detail-oriented with outstanding follow-through.

This position requires in-person attention and cannot be done remotely. The successful candidate will welcome the opportunity to become an active part of the San Francisco Bay Area community.

Compensation

The compensation range for this position is \$130,000 to \$150,000, depending on qualifications and experience. Benefits include a comprehensive healthcare plan with options, a 403(b) with a generous match and a vacation plan.

Applications

The Presidio Theatre values diversity in all its forms (background, experience, and perspective) and is committed to the values, principles and best practices in equity, diversity, and inclusion in all facets of the organization including search and hiring practices. The Presidio Theatre is an equal opportunity employer and welcomes applications from all qualified candidate regardless of age, race, gender, sexual orientation, disability, religion, or national origin.

Please prepare a cover letter that describes your specific interest in the Presidio Theatre and outlines your qualifications for the position. Send with a resumé, salary requirements, and contact information for at least three professional references. Electronic submissions are requested. All applications will be treated as confidential and references will not be called without the candidate's knowledge and agreement.

Please send materials to:

Presidio Theatre – Director of Development
c/o Catherine French Group
2500 Q Street NW, Suite 623
Washington, DC 20007
applications@catherinefrenchgroup.com

Please submit material in Adobe PDF or Microsoft Word format only