

**Development Director**

Playwrights Project  
San Diego, California

**The Position**

Playwrights Project (PWP) seeks a full-time Development Director to increase capacity at San Diego arts education nonprofit. Nationally regarded as a leader in arts education, PWP has launched writing careers and transformed the lives of students and educators. The Development Director reports to the Managing Director and works closely with Development Committee and staff to increase capacity at nationally recognized arts education nonprofit. Work with a team in a friendly enriching environment to achieve ambitious but realistic goals. The projected start date is February 1, 2008.

**Background**

Founded in 1985 by Artistic Mentor Deborah Salzer, the organization *promotes literacy, creativity and communication skills through drama-based programs, with an emphasis on inspiring youth and seniors*. Edward Albee has been Artistic Advisor and visiting artist for two decades. Programs include: 1) writing and theatre residencies in schools, grades 3-12; 2) professional development for educators; 3) the California Young Playwrights Contest, for writers under age 19; 3) *Plays by Young Writers*, the annual festival of winning contest scripts, professionally staged as full productions and readings; 4) the commission, development and production of a touring script for grades 5-10, written by a former contest winner; and 5) *Lifestages*, creating grassroots theatre from the lives of older individuals.

PWP's programs are viewed as models of excellence by educators and theatre professionals. Longtime commitments from devoted board members, staff, alumni and artists, notably Edward Albee, distinguish the organization. PWP has always operated in the black. Funders include the National Endowment for the Arts, California Arts Council, and the James Irvine Foundation.

Achievements include:

- Launched the careers of writers Josefina Lopez, Karen Hartman, Annie Weisman, Jim Knable, Lisa Kirazian, Jason Connors and others
- Staged professional productions of 96 scripts by teenage writers, for the past 14 years in association with The Old Globe
- Developed sustained partnerships with schools, districts, and community groups
- Created model programs for target audiences, such as English language learners
- Wrote the playwriting curriculum *Stage Write*, published commercially by Interact
- Received six grants since 2000 from the National Endowment for the Arts
- Received honors and praise from theatre critics and educational groups
- Earned top ranks from city and state funding agencies

The organization has an annual budget under \$500,000; 4 full time staff; 2 half time staff; approximately 120 contracted artists working as teachers, actors and production artists; 14 board members; and serves approximately 20,000 people each year, most in Southern California.

### **Mission Statement**

Playwrights Project is an arts education organization whose mission is to promote literacy, creativity, and communication skills through drama-based activities, with an emphasis on inspiring youth and seniors.

### **The Opportunity**

PWP offers the Development Director the opportunity to help build capacity of healthy mid-sized organization, where bold artistic choices are supported by prudent management policies. The organization has always operated in the black, without debt.

Playwrights Project has a distinct culture, characterized by joyful collaboration, high expectations, intellectual rigor, and hard work. Stakeholders maintain long-term relationships with PWP. The Development Director will guide efforts to deepen involvement of current donors, encourage program participants to contribute to PWP, and attract new donors.

### **Key Characteristics**

Philanthropic vision

Go getter

Passion for arts education and theatre

Knowledge of fundraising strategies

Ability to articulate, develop and implement ideas

Imagination

### **Skills and Experience**

- Ability to inspire passion for theatre arts and education
- Superb organizational skills
- Ability to cultivate and maintain relationships with donors, board and staff
- Self starter
- Assertive
- Strategic planner with ability to oversee comprehensive fundraising plan
- Strong communication and interpersonal skills
- Stellar writing skills
- Successful track record securing grants and major gifts
- Knowledge of philanthropic community
- Interest and experience in event management
- Success in generating lead gifts from donors
- Computer proficiency, including familiarity with donor tracking systems
- Experience or interest in the arts or education

**The Ideal Candidate will**

- Embrace the opportunity to invite donors to support Playwrights Project's mission
- Appreciate the role of collaborator
- Communicate accurately and concisely verbally and in writing
- Inspire staff and board members to build connections and secure funding
- Serve as a spokesperson for the organization
- Maintain and relationships with donors and partnering community groups

**Compensation**

Salary is competitive in relation to the operating budget of the organization. Benefits include health and life insurance, vacation and Simple IRA retirement plan.

**To Apply**

Send a cover letter that addresses why the candidate desires the position, candidate's skills and talents, salary history (past three years), and salary expectations. Include one personal and three professional references. Attach current resume. No phone calls. Send cover letter and resume to:

Playwrights Project  
Attn: Development Director Search  
2356 Moore Street, Suite 204  
San Diego, CA 92110

or: [ckouma@playwrightsproject.org](mailto:ckouma@playwrightsproject.org)

For more information, visit [www.playwrightsproject.org](http://www.playwrightsproject.org)