



A L P I N E   T H E A T R E   P R O J E C T

**POSITION TITLE:** Executive Director  
**POSITION STATUS:** Full-Time (40 hrs/week)  
**SALARY:** \$70,000

**LOCATION:** Whitefish, MT  
**REPORTS TO:** Board of Directors

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### **POSITION SUMMARY**

The Executive Director has overall responsibility for the strategic planning, administration, and operations of the organization. Key duties include overseeing the organization's fundraising, marketing, and sales efforts. The Executive Director works in collaboration with the Artistic Director and reports directly to the Board of Directors.

### **ESSENTIAL JOB FUNCTIONS**

- **Fundraising**
  - Set annual Development goals with Board of Directors
  - Create fundraising strategies with Board of Directors & staff
  - Manage a portfolio of donor, sponsor, & foundational prospects. This includes identifying, qualifying, cultivating, soliciting, and stewarding prospects and donors.
  - Execute annual fundraising strategies, including fundraising solicitations
  - Serve as primary contact with donors, sponsors, and foundations
  - Submit RFPs for, hire, and oversee fundraising contract help
  - Maintain organizational database
  - Oversee gift receipts and gift recognition as well as donor & sponsor benefits
  - Supervise volunteer management including signup, scheduling, & retention of volunteers
- **Administrative/Operations**
  - With Board of Directors and Artistic Director, create strategic plan for the organization
  - Create annual operational/administrative budget
  - Create organizational policies and workflows
  - Serve as primary liaison with Board of Directors
  - Present monthly reports to the Board of Directors
  - Oversee adherence to annual budget & bookkeeping
  - Submit RFPs for marketing, sales, front of house, and fundraising contractors
  - Hire and supervise all marketing, sales, front of house, and fundraising contractors
  - Prepare & sign contracts, including licensing agreements
  - Serve as primary contact for all vendors
  - Oversee housing & travel arrangements for visiting artists & staff
  - Maintain files and records



## ALPINE THEATRE PROJECT

- **Marketing & Sales**

- Set annual sales goals with Board & staff
- Create marketing strategies to achieve goals with Board & Artistic Director
- Submit RFPs for, hire, and oversee marketing & sales contract help
- Supervise Front of House and box office operations, staff, and/or volunteers

- **Community Outreach**

- Serve as company representative for media & public functions
- Attend media calls as required
- Serve as liaison between ATP and other civic organizations

### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree from accredited college or university or equivalent work experience
- Minimum of 5-years experience with professional theatre management and/or nonprofit management
- Experience in managing annual budgets

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Recognized expertise in nonprofit management
- Excellent time management & project management skills
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to work effectively with Board of Directors, stakeholders and partners
- Ability to establish and maintain an effective working relationship with employees, management, and general public
- Knowledge of performance nonprofit processes including budgeting and compliance
- Excellent communication skills with staff and with representatives from all the company's key stakeholders
- Demonstrated ability to prioritize conflicting workloads
- Ability to brainstorm and offer ideas and possible solutions to operational challenges and opportunities

### **PHYSICAL REQUIREMENTS:**

Physical requirements include occasional lifting/carrying of 10-15 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.