



TITLE: Senior Philanthropy Officer

STATUS: Full Time, Exempt, Benefits Eligible

PAY RANGE: \$95,000 to \$100,000

SUPERVISOR: Managing Director

LOCATION: Onsite, Issaquah and Everett

APPLICATION REVIEW BEGINS: November 4, 2026

ABOUT VILLAGE THEATRE

Based in Issaquah, WA, with operations in Everett, WA, Village Theatre is the leading local producer of musical theater in the greater Seattle area. Producing entertaining, quality productions since 1979, Village has grown into one of the best-attended live theatres across Puget Sound with more than 12,000 Mainstage subscribers and 57,000 single ticket holders annually. Village is nationally recognized for its contribution to the development of new musicals, having supported the creation of more than 180 new works to date. Village is also home to a world-class youth education program for ages 5-20, serving more than 12,000 young artists and providing more than 4,500 hours of hands-on training and mentorship every year.

DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

Theatre lies at the intersection of storytelling and community. The stories we tell represent and influence our shared human experience. We believe that to tell these stories authentically, it is essential to employ equitable practices that are inclusive of and led by a diverse and culturally rich community. Village Theatre has a responsibility to mindfully support and design the impact these stories have on the audiences we serve, the artists we engage, the students we nurture, and the staff we entrust. Centering Diversity, Equity, Inclusion, and Accessibility in our work allows us to create a storytelling space that welcomes, celebrates, and honors all people.

Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Village Theatre we are dedicated to building a diverse and inclusive workplace, so if you are excited about a role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the candidate we are looking for!

More information about our journey to be an anti-racist organization and our DEIA Committee can be found here: <https://villagetheatre.org/deia/>

ABOUT THE POSITION

The Senior Philanthropy Officer is a senior member of Village Theatre's Development Department and reports to the Managing Director.

This position leads major donor fundraising and relationship-building efforts, managing an assigned portfolio of supporters while cultivating new philanthropic relationships that

expand Village Theatre's community of supporters. The role combines frontline fundraising and community relationship building with a clear focus on growing major-gift revenue and strengthening long-term philanthropic support for Village Theatre's mission.

The Managing Director supervises the position and establishes portfolio expectations, performance goals, and institutional priorities. As a member of the Development Department, the Senior Philanthropy Officer works closely with the Director of Development to align fundraising strategies, donor communications, prospect management, and departmental priorities.

The Senior Philanthropy Officer serves as a primary relationship contact for assigned donors, connecting them with Village Theatre experiences, information, people, and opportunities that deepen their engagement with the organization. The position also partners with organizational leadership and Board members to cultivate, solicit, and steward philanthropic support.

This position requires regular participation in donor meetings, cultivation events, performances, and community activities. Occasional evening and weekend work is expected and typically planned in advance. The position also requires travel between Village Theatre locations and community-based meetings as needed.

PRINCIPAL RESPONSIBILITIES

Major Donor Philanthropy

- Manage an assigned portfolio of major donors and qualified prospects.
- Develop and implement individualized strategies for cultivation, solicitation, stewardship, retention, and donor growth.
- Personally solicit and secure significant gifts that advance Village Theatre's mission and strategic priorities.
- Build and deepen donor relationships that increase engagement, philanthropic investment, and long-term support for Village Theatre.
- Establish and achieve annual goals related to donor engagement, retention, revenue, and philanthropic growth.
- Maintain timely and accurate records of donor relationships, contacts, cultivation and solicitation strategies, commitments, follow-up, and fundraising projections in Village Theatre's donor database, ensuring institutional knowledge is accessible to the Development team.

- Identify opportunities for planned, legacy, and other long-term gifts within donor relationships and coordinate appropriate cultivation and stewardship strategies with the Director of Development and outside advisors as needed.

Philanthropic Community Growth

- Develop and cultivate philanthropic relationships beyond Village Theatre's current donor community, expanding the circle of individuals who invest in and champion the organization's mission.
- Identify, qualify, and engage prospective supporters through audience engagement, community relationships, referrals, events, and Board connections.
- Create pathways for deeper engagement and connect prospective supporters with organizational leadership, artists, and Board members when appropriate.
- Develop strategies that move new relationships from initial engagement toward meaningful philanthropic investment.

Development Department Collaboration

- Participate as an active member of the Development Department, supporting department-wide fundraising, stewardship, donor engagement, and campaign initiatives.
- Participate in Development Department planning, fundraising strategy, campaign execution, and prospect review.
- Partner with the Director of Development to coordinate prospect strategies, donor communications, stewardship, and fundraising priorities.
- Partner with organizational leadership and Board members to cultivate, solicit, and steward philanthropic supporters.
- Share fundraising expertise and relationship-building practices that strengthen Development Department effectiveness.
- Represent Village Theatre and serve as an ambassador for its mission and philanthropic priorities.

Organizational Collaboration

- Collaborate across departments to support organizational priorities, donor engagement, fundraising events, and stewardship activities.
- Support Village Theatre's mission, values, and commitment to Diversity, Equity, Inclusion, and Accessibility.

YOUR SKILLS AND EXPERIENCE

- Five or more years of fundraising, philanthropy, relationship-development, or comparable experience, with increasing levels of responsibility.
- Proven track record of personally soliciting and securing significant gifts and generating new contributed revenue.
- Demonstrated success cultivating, soliciting, stewarding, and growing major donor relationships, including management of a donor portfolio from qualification through stewardship.
- Demonstrated ability to develop new philanthropic relationships and broaden a community of supporters through networking, referrals, audience engagement, and community relationship building.
- Experience coaching, mentoring, leading, or supporting fundraising staff, volunteers, or fundraising initiatives.
- Ability to develop strategy, establish goals, evaluate results, and adjust plans as needed.
- Strong relationship-building, communication, and interpersonal skills.
- Experience partnering effectively with organizational leadership, Board members, and colleagues across departments.
- Experience or familiarity using donor databases and related fundraising technology, along with strong organizational skills, judgment, discretion, and attention to detail.
- Ability to use Microsoft Office, particularly Outlook, Word, Excel, Teams, and PowerPoint.
- Must be able to travel independently between Village Theatre locations and off-site meetings.

COMPENSATION

The annual salary range for this position is \$95,000 to \$100,000.

Additionally, Village Theatre offers a comprehensive benefits package including Medical, Prescription, Dental & Vision Insurance; 403 (b) Retirement Plan with employer match; paid Vacation, Holidays, and Sick time; Flexible Spending Account; Life and AD&D insurance. Additional information, such as waiting periods and premium rates, will be made available to final candidates.

APPLICATION INSTRUCTIONS

Village Theatre is committed to equitable hiring practices that center the matching of skills, interests and learned experience over education requirements and previous employment. All applications will be redacted to provide anonymity for the candidate, then reviewed by a diverse hiring committee consisting of at least three individuals. The committee will create a rubric for assessment using the criteria from the job description.



The committee will make recommendations on who should move on to the interview process based on the assessment.

All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetic information, disability, age, veteran status, or any other protected status.

Candidates who are asked to interview can expect a conversational, non-confrontational environment focused on questions that speak to experiences. We wish to remove any barriers to interviewing for our candidates and as such, interviews can be in person or over zoom, and at a time of day that works for the candidate. If you are invited to participate in the selection process and need ADA accommodation, please notify HR at resumes@villagetheatre.org.

To apply, please e-mail your resume and cover letter to: resumes@villagetheatre.org with “**Senior Philanthropy Officer**” and your last name in the subject line. PDF Format is preferred. No phone calls, please.