

Richmond Civic Theatre

Executive Director

Reports To: RCT Board of Directors | **Status:** Full-time exempt

Job Summary

The Executive Director reports to the RCT Board of Directors and serves as the primary liaison between the Board and all organizational operations. The ED is responsible for the overall health and performance of the organization. They implement the Board's vision and strategic direction through financial stewardship, staff leadership, community engagement, and day-to-day operational management. The ED supervises all paid staff.

Key Responsibilities

1. Financial Stewardship and Development

- Meet annual fundraising goals through donor cultivation, corporate partnerships, sponsorships, and grants
- Achieve earned revenue goals through season memberships and ticket sales
- Prepare and manage the annual budget for review by the Finance Committee and Board approval
- Oversee bookkeeping, payroll, audit coordination, and regulatory filings

2. Staff Leadership

- Recruit, hire, develop, and manage staff
- Build and maintain a positive, productive workplace culture
- Define staff structure and job responsibilities in consultation with the Personnel Committee
- Pursue professional development in theatre and nonprofit management

3. Board Relations and Strategic Planning

- Maintain regular communication with the Board and its committees
- Lead strategic planning implementation as directed by the Board
- Recommend policy updates and Board / committee nominations as appropriate
- Equip the Board for fundraising efforts

4. Community Relations and Marketing

- Serve as primary spokesperson for the organization
- Oversee marketing, communications, and brand management
- Maintain relationships with downtown and city entities, community partners, and media

5. Operations and Administration

- Guide season selection for all aspects of RCT with input from staff, committees, and other stakeholders
- Guide director selection with input from Personnel Committee, staff, and other stakeholders
- Guide calendar development with input from staff and other stakeholders
- Manage insurance, risk management, legal compliance, and contract negotiations
- Ensure compliance with organizational policies and safety requirements
- Provide oversight to ensure productions align with RCT's mission and values

6. Volunteer Engagement

- Foster a positive volunteer culture that supports the theatre's mission
- Support committee work and facilitate communication across volunteer leadership
- Oversee volunteer recruitment, training, development, and recognition programs
- Address volunteer concerns and conflicts in coordination with the Personnel Committee

7. Other Duties

- Provide coverage for the office, box office, and phone/email during staff absences or vacancies

- Perform other duties as assigned by the Board of Directors

Qualifications

- Bachelor's degree in nonprofit management, business administration, or related field — or equivalent experience
- Demonstrated success in fundraising, donor cultivation, and revenue development
- Strong financial acumen including budgeting, reporting, and fiscal oversight
- Excellent written and verbal communication skills, including public speaking
- Proven ability to lead, develop, and manage staff in a collaborative environment
- Experience working with a governing board and committee structure
- Proficiency in computer operation, bookkeeping, word processing, and relevant software
- Understanding of nonprofit compliance including 990 filings, audit processes, and insurance
- Physical ability for sitting, walking, climbing stairs/ladders, and lifting up to 25 pounds