



Advancement Director

Reports to: Executive and Artistic Director

Status: Full-time, exempt

Salary: \$70,000-\$75,000, compensation is commensurate with experience

Lebanon Opera House offers a competitive benefits package, including paid time off, full medical and dental insurance.

Submission Deadline: Email resume and cover letter to Bcook@LebanonOperaHouse.org no later than noon on Friday, May 22, 2026.

POSITION OVERVIEW

Lebanon Opera House (LOH) is a dynamic nonprofit organization which connects artists and audiences, making it possible for all to experience the transformative power of the performing arts.

Reporting to the Executive and Artistic Director, the Advancement Director serves as a key member of LOH's Senior Leadership Team. Their work is collaborative in nature and relies on the effective management of the organization's fundraising and marketing professionals to create seamless, values-driven donor and patron experiences.

By providing strategic leadership and project management for all aspects of LOH's marketing, engagement, and fundraising activities, the Advancement Director will guide the team in achieving sales and development goals.

KEY RESPONSIBILITIES

- **Leadership, Management & Collaboration**
 - With guidance from the Executive and Artistic Director, participate in the overall planning and execution of LOH's marketing and development operations
 - Serve as project manager to ensure development and marketing processes run efficiently, productively, within budget, and are informed by LOH's strategic plan/organizational policies
 - Supervise, mentor, and motivate staff while assigning tasks to meet productivity targets and production deadlines
 - As a member of the Senior Leadership Team, collaborate with the Executive and Artistic Director and Managing Director in planning and conducting board meetings, building personal relationships with board members, and creating "surprise and delight" moments throughout the year
 - Foster collaboration across other departments (including Patron Services) to optimize the donor and patron experience
 - Liaise with external partners, vendors, and consultants supporting fundraising, communications, and design efforts

- **Communications, Marketing & Brand Alignment**
 - Manage and develop the communications and public relations program to build awareness of LOH's mission and achievements
 - Collaborate with the Executive and Artistic Director to oversee design and production of the annual Playbill – LOH's flagship print publication and donor recognition platform
 - Ensure consistent, mission-aligned storytelling and visual identity across fundraising and advancement materials
 - Plan and direct creative marketing solutions in support of LOH's programming
 - Identify potential customers and market segments for LOH's programming
 - With staff support, monitor and evaluate performance metrics for email campaigns, web traffic, and engagement
 - With staff support, maintain data integrity, segmentation, and mailing lists to support targeted communications and reporting
 - With staff support, ensure accurate and ethical management of donor/patron data

- **Fundraising & Donor Engagement**
 - In partnership with the Development Team, support the cultivation and solicitation of new funding opportunities and broaden LOH's base of donors, including individuals, corporations, and foundations
 - As a member of the Senior Leadership Team, build, sustain, and strengthen long-term philanthropic relationships through communications and attendance at donor events
 - In partnership with the Development Team, strategize on the cultivation, solicitation and stewardship of prospective major donors and board members
 - With staff support, manage all fundraising initiatives, including the Fall and Spring Appeals and special events
 - As a member of the Senior Leadership Team, partner with the Executive and Artistic Director and Managing Director to establish annual fundraising goals and track progress
 - With staff support, oversee gift tracking, processing, acknowledgment and reporting
 - Uphold strict confidentiality standards for donor information and ensure compliance with all applicable privacy, data protection, and ethical fundraising regulations

REQUIRED QUALIFICATIONS

- Demonstrated expertise in project management and team building across departments
- Superior organizational skills and ability to work in a fast-paced team environment
- Proven success in managing complex internal and external relationships
- Demonstrated ability to effectively manage detail-rich projects and competing deadlines
- Excellent written, verbal, and interpersonal communication skills
- Experience with Customer Relationship Management (CRM) systems, project planning platforms and data management tools
- Commitment to LOH's focus on the principles of diversity, equity, inclusion, and belonging

PREFERRED QUALIFICATIONS

- Leadership experience in the arts
- Managerial experience
- Familiarity or experience with Salesforce
- Familiarity with Google Workspace and Microsoft office suite

ABOUT LEBANON OPERA HOUSE

Lebanon Opera House is prominently situated on the Colburn Park green in historic downtown Lebanon, NH. Since 1924, LOH has served as one of the cultural cornerstones of the Upper Valley region as a vaudeville theater, movie house, community gathering place, and town hall.

Now, as a thriving year-round presenter of 100+ high-quality performances in music, dance, theater, and film, our doors are open to more than 30,000 patrons who experience the transformative power of the arts each season. The scope of our work is even more impressive when you consider that LOH is an independent nonprofit organization that receives no direct funding from the City of Lebanon.

Although deeply rooted in the Lebanon community, LOH's mission is to serve as a unifying catalyst for community engagement in the performing arts — for people of all ages — throughout the region. What sets LOH apart from other regional arts presenters is its inclusive, community-forward approach.

We are the Upper Valley's stage: a home for organizations that lack a performance space of their own and a favorite stop for many national touring artists. Each season, a dozen community arts groups (including City Center Ballet, North Country Community Theatre, and Upper Valley Music Center) and students in the Lebanon School District set up residence on our stage. Our house becomes their home, and all artists, regardless of age or experience level, can perform on a professional stage with expert technicians and quality equipment.



LOH is an Equal Employment Opportunity (EEO) organization and does not discriminate based on race, religion, sexuality, gender identity, age, veteran or disability status, etc. LOH is a recovery-friendly workplace.