

Executive Director

The Waldo Theatre - Midcoast Maine

Position Summary

The Waldo Board is seeking an on-site Executive Director to guide our Advancement and Operations strategy at our historic theatre in midcoast Maine. This leadership role combines development, fundraising, community engagement, Board relations, and organizational operations. The successful candidate will help strengthen The Waldo and our mission of connecting our community through arts and culture.

Key Responsibilities

Fundraising & Development: 70% of your time functioning as Chief Development Officer

- Develop, research, and maintain relationships with individual donors, businesses, foundations, townships, and other partners
- Create and manage comprehensive fundraising campaigns and donor engagement strategies
- Invigorate membership base and increase member engagement
- Oversee donor database management and ensure comprehensive tracking
- Process statistical analyses to evaluate and adjust development
- Collaborate with Marketing Director on public relations and community outreach
- Implement systems for receiving and responding to community feedback
- Be present for full variety of events, including evenings and weekends

Financial Management: 15% of your time functioning as Chief Financial Officer

- Create and maintain annual budget while overseeing organizational financial health
- Provide quarterly financial reports to the Board
- Ensure accurate and effective tracking of income and expenses

Operations & Staff Management: 15% of your time functioning as Chief Operations Officer

- Create and maintain effective systems for communication, workflow, and collaboration among staff and volunteers
- Develop and maintain all policies and procedures
- Manage event and program tracking systems
- Supervise staff, including hiring and training when necessary

Required Qualifications

- Bachelor's degree with 5+ years leadership/development experience in nonprofit sector
- Proven experience developing and implementing comprehensive donor engagement strategies
- Experience with nonprofit budget and financial management, financial planning, and marketing
- Strong and dynamic written and oral communication skills, including public speaking
- Experience with staff supervision and team management

- Proficiency with an office software suite (e.g. Google Workspace), Little Green Light or similar donor databases
- Valid driver's license

Essential Skills

- Excellent interpersonal relationship and communication skills
- Exceptional time management, prioritization, and organizational skills
- Attention to detail and accuracy
- Strong problem-solving abilities and adaptability
- Understanding of multiple event planning complexities and timelines
- Ability to work independently and collaboratively as team leader or member
- Creative and visionary planning mindset
- Good sense of humor

Compensation & Benefits

- Salary range: \$75,000- \$85,000 commensurate with experience and skills
- Flexibility for salary adjustment upon attaining certain goals
- Opportunity to join an experienced, talented team and make a significant impact in the community

How to Apply

Submit the following materials to applying@thewaldotheatre.org:

- Resume
- Work Sample: Donor Acknowledgement, Past campaign or Project you have designed or proposed
- A brief Letter of interest explaining how your qualifications connect with our mission and how you would organize this position to match your strengths with our needs
- References

Applications will be accepted until January 20, 2026. All applications will be acknowledged via email upon receipt.

Equal Opportunity Statement

The Waldo Theatre, Inc. is an Equal Opportunity employer. It does not discriminate on the basis of a person's race, color, gender, sexual orientation, physical or mental disability, religion, creed, age, ancestry or national origin.