



POSITION PROFILE

Vice President of Development

CAPA

Columbus, Ohio





Introduction to CAPA

Since its founding in 1969 to save the historic Ohio Theatre from the wrecking ball, the Columbus Association for the Performing Arts (CAPA) has transformed from a grassroots preservation effort into one of the nation's most innovative and impactful performing arts organizations. What began as a rallying cry to rescue the beloved 1928 movie palace has evolved into a multifaceted nonprofit that serves as the region's leading venue operator and a catalyst for cultural and economic vitality.

CAPA owns and operates eight theatre spaces throughout Columbus and beyond, including four historic downtown venues. Through an innovative shared-services model, the organization provides critical administrative support—including marketing, ticketing, finance, human resources, and development—to partner organizations, fueling the entire regional arts ecosystem and enabling cultural groups to focus on their artistic missions.

On any given week across CAPA's venues, audiences might experience a Broadway touring production like *Moulin Rouge!* at the magnificently restored Ohio Theatre; intimate jazz at the Southern Theatre; or a collaborative powerhouse like *West Side Story* uniting Opera Columbus, the Columbus Symphony, BalletMet, and CAPA on a single stage. Programming spans the full spectrum: from Yo-Yo Ma and the Boston Pops to standup comedy legends, from contemporary dance to classic rock. Festival Latino transforms downtown into the state's largest Hispanic cultural celebration. The CAPA Summer Movie Series—the nation's longest-running classic film series—honors the Ohio Theatre's cinema heritage with 35mm reels and the Mighty Morton organ. From children's theatre and bilingual performances to the CAPA Marquee Awards connecting high school students to national musical theatre honors, this remarkable diversity of programming ensures that audiences find artistic excellence, joyful entertainment, cultural celebration, and family tradition on CAPA stages.

In the 2023-24 season, CAPA:

1. Hosted 1,063 ticketed events.
2. Welcomed over 900,000 people to CAPA presentations.
3. Reached 73,000 community members through education and engagement programs.
4. Generated \$85 million in economic impact.

Through more than five decades of work, CAPA has enriched our community by cultivating and nurturing artistic expression that resonates in the hearts, minds, and culture of our region. By preserving architectural treasures, presenting world-class performances, removing barriers to access, and building collaborative partnerships across the arts and culture ecosystem, CAPA ensures that Columbus thrives as a renowned artistic hub for living, breathing art.



The Opportunity

CAPA seeks an experienced, strategic fundraising leader to oversee the organization's continued success and sustainability. Leading a team of eight development professionals with four direct reports, the Vice President of Development will be a key member of CAPA's executive leadership team. This leader serves as the primary liaison around development to board members, executive leadership, department heads, and cross-functional peers—especially in marketing and operations—ensuring alignment and excellence in fundraising strategy, execution, and outcomes. Working with these partners, the Vice President of Development will build and implement a strategy to raise over \$5 million in contributed revenue in FY2026 and \$2 million in capital revenue across five distinct arts organizations and one large-scale festival.

The Vice President of Development will assume leadership at an exciting time in CAPA's history. With ambitious plans for a number of capital improvements to existing venues and pending centennial anniversaries of the Palace, Ohio, and Lincoln theaters, there are ample opportunities to deeply engage existing supporters and cultivate new relationships to benefit these exciting initiatives.

The ideal candidate will bring a deep understanding of fundraising principles, methods, and tactics at major institutions and proven experience building strong, mutually beneficial partnerships with leaders across an organization. Candidates will bring, or quickly gain, familiarity with the performing arts and the key leaders in the Central Ohio arts and culture sector. They will be highly collaborative and a strong motivator who promotes a culture of philanthropy among the board, volunteers, and staff. In addition, they have a keen understanding of management, team dynamics, and accountability to empower and lead the development team to excellence.

Key Position Functions

Reporting to the Executive Vice President and Chief Strategy Officer, the Vice President of Development is responsible for planning, managing, and executing a comprehensive, diversified, and strategic fundraising effort that sustains and secures revenue from various constituencies in accordance with annual goals. In collaboration with the Executive Vice President and Chief Strategy Officer, the CEO, and board leadership, the Vice President of Development will significantly increase contributed revenue, high-impact partnerships, and powerful connections with CAPA's existing stakeholders and emerging audiences.

This position requires extensive professional experience in fundraising, preferably including direct leadership-level involvement in capital campaigns. The position is the development leader for CAPA and maintains strong relationships with key individual and institutional supporters. As an integral member of CAPA's executive leadership team, the Vice President of Development consistently coordinates and collaborates with other senior leaders and departments to advance the organization's mission efficiently and collaboratively.

Leadership & Management

- Motivate, manage, and mentor the development team, foster a collaborative, high-performing team, and directly supervise four reports: the Director of Development, Director of Grants, Events Manager, and Annual Fund Manager.
- Hire, train, retain, and develop a team of professionals by providing adaptive coaching and support to empower, learn, and develop as development professionals.

- Cultivate a culture of philanthropy across the organization and shared-services partners.
- Instill a culture of accountability and continuous self-improvement, gathering stakeholder input on strengths, opportunities, and areas for improvement from across the organization.
- Develop and secure approval for the annual development budget.
- Represent the development function in executive leadership meetings and strategic planning discussions.

Fundraising Strategy & Execution

- Lead all contributed revenue efforts, including annual giving, major gifts, corporate sponsorships, foundation support, and special campaigns.
- Develop and implement fundraising strategies tailored to each organization's needs, including strategies to grow a sustainable base of annual corporate donors.
- Review annual and capital campaign goals and progress; monitor and adjust strategies as needed.
- Oversee donor cultivation, stewardship, and recognition programs to deepen engagement.
- Monitor community and regional trends to inform and adapt fundraising approaches.
- Ensure all fundraising activities across organizations meet established goals.

Stakeholder & Donor Engagement

- Nurture relationships with key donors, board members, executives, and departmental leaders across supported organizations.
- Serve as the primary liaison to board members, ensuring ongoing communication and alignment with fundraising priorities.
- Strengthen relationships with community stakeholders to advance mission and fundraising outcomes.
- Build strong partnerships with department heads and peers to support integrated fundraising initiatives.
- Support development and execution of events and engagement opportunities across organizations.

Communications & External Relations

- Foster strong working relationships with CAPA's marketing and communications staff to develop donor communications that clearly convey organizational priorities and highlight the impact of philanthropic support, ensuring adherence to mutually agreed upon timelines.
- Oversee creation and implementation of a comprehensive communication plan to elevate organizational visibility and donor awareness.
- Represent the development function effectively to internal and external audiences, communicating progress and insights.

Operations, Systems & Reporting

- Oversee development operations, including CRM management, gift processing, and donor analytics.
- Monitor, evaluate, and report on fundraising performance across all entities, providing insights and recommendations.

- Ensure compliance with fundraising regulations and ethical standards.
- Learn existing processes and systems and identify opportunities for improvement.

Qualifications

Competencies and Attributes for Success in the Position:

- **Demonstrates a strategic mindset**, anticipating trends and positioning the organization for future success.
- **Communicates clearly and persuasively**, ensuring alignment across diverse stakeholders.
- **Drives vision and purpose**, rallying others around shared goals.
- **Builds effective teams**, fostering collaboration and high performance.
- **Ensures accountability**, setting clear expectations and following through on commitments.
- **Plans and aligns work**, organizing people and resources to meet priorities.
- **Drives engagement**, creating an environment where people feel motivated and connected.
- **Builds strong networks**, cultivating relationships that advance organizational goals.
- **Manages complexity**, making sound decisions in dynamic or ambiguous situations.
- **Collaborates effectively**, encouraging shared problem solving and partnership.
- **Shows interpersonal savvy**, navigating diverse personalities with tact and empathy.
- **Applies financial acumen**, using data and budget insights to guide decisions.
- **Demonstrates political savvy**, navigating organizational dynamics to influence outcomes.
- **Instills trust**, acting with integrity, transparency, and reliability.
- **Is action-oriented**, taking initiative and driving timely results.

Required Qualifications:

- Bachelor's degree required; master's degree preferred.
- Proven track record of success in fundraising leadership, preferably within the arts and culture sector. Typically, 10 or more years of experience in development with progressive roles is needed to have sufficient experience and judgement to lead development in an organization of this size and complexity.
- Experience managing multi-entity fundraising portfolios and cross-functional teams of three to five direct reports and an overall team of eight to 10.
- Knowledge of and experience with fundraising, communications and marketing, and development operations.
- Personal values that align with CAPA's mission and core values.

Special Requirements:

- Requires flexibility of schedule to accommodate the needs of each organization.
- In addition to a criminal background check, this position requires a credit check that is satisfactory to management.



- The majority of CAPA's and our shared-service partner fundraising and public events take place at night and on weekends. This position requires occasional, and at some times, frequent, presence on-site during nights and weekends.
- Must have reliable transportation for off-site meetings.

Compensation

CAPA is pleased to offer a competitive compensation and benefits package for this role. Full-time, regular employees are eligible for a comprehensive benefits package, including medical, dental, and vision insurance, HSA, HRA, a 403(b)-retirement plan, and commuter benefits. CAPA also provides free life insurance, short-term and long-term disability, generous PTO, paid holidays, an Employee Assistance Program (EAP), hybrid schedules for administrative roles, and a Summer Hours Program.

All employees are eligible for complimentary tickets to select shows, giving you a front-row seat to the magic you help create.

Application Process

Benefactor Group is pleased to be assisting CAPA with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please submit a resume and cover letter at this link: <https://bit.ly/CAPA-VPofDevelopmentApp>.

To learn more about CAPA, please visit <https://www.capa.com/>.

Please do not contact CAPA staff or board with questions or interest in the role. All inquiries about the position should be directed to Benefactor Group.

Benefactor Group Recruitment Team

HR@benefactorgroup.com

<http://www.benefactorgroup.com>

Equal Opportunity Employer Statement

The Columbus Association for the Performing Arts (CAPA) is an Equal Opportunity Employer. CAPA does not discriminate in its employment decisions on the basis of race, religion, color, national origin, sex, pregnancy, lactation status, gender identity or expression, sexual orientation, age, disability, veteran or military status, genetic information, or any other protected status.





450 South Front Street, Columbus, OH 43215

1-614-437-3000

info@benefactorgroup.com

www.benefactorgroup.com



THE
Giving
Institute™
Shared intelligence.
For the greater good.



Giving
USA™
A public service initiative
of The Giving Institute



NNSC
NETWORK OF NONPROFIT
SEARCH CONSULTANTS

WOMEN
OWNED®
CERTIFIED BY | WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL