

Highlands, NC Performing Arts Center

Development Director

The Organization

The [Highlands Performing Arts Center](#), the PAC as it's known around town, is a not-for-profit 501(c)3 performing arts organization. Featuring a state-of-the-art 298-seat theatre, and the flexible Martin Lipscomb Theatre, the PAC provides high quality performances, events, and arts education opportunities to the Highlands-Cashiers communities in Western North Carolina. The PAC strives to celebrate the arts, foster cultural growth, and nurture the collective spirit of the region.

The PAC is home to the Highlands Performing Arts Series and hosts performances of the Highlands-Cashiers Chamber Music Festival, Mountain Theatre Company, and the Highlands-Cashiers Players. Presenting more than 170 events annually, the PAC is the flagship of the cultural arts in the Highlands-Cashiers area.

The PAC was founded in 1999 and opened its doors in 2001 by hosting 35 rehearsals and performances in a renovated church. Since then, the center has grown to more than 27,000+ square feet, including two dedicated performance venues.

The Community

Highlands has been a mountain respite for over a century, allowing visitors to unwind while being treated to the finest amenities. Highlands is one of the highest towns east of the Mississippi River, with an elevation of 4,118 feet. It's located in one of the few temperate rainforests in North America. The mountain resort town along scenic drive [Highway 64](#) has a year-round population of 3,600 and swells to over 30,000 in the summer. It's located only ten miles from [Cashiers](#), NC. Highlands' elevation in the Southern Appalachian Mountains provides spectacular scenery and mild temperatures, and the extraordinary terrain serves as an oasis of unique flora and fauna.

The Highlands-Cashiers Plateau serves as a vacation destination for those seeking cool mountain air, an outstanding array of scenic views, prestigious golf courses, and charming shops. Highlands boasts a great cultural arts scene and exquisite restaurants. In fact, five of our restaurants have been awarded the coveted Wine Spectator Award of Excellence. The postcard downtown offers art galleries, antique stores, and upscale boutiques. Anchoring downtown is the famed Old Edwards Inn and Spa, a world-class resort consisting of the historic main building, an award-winning full-service European style spa, Madison's Restaurant, and the Wine Garden.

The area enjoys enthusiastic popularity among those who know and love it. Summers bustle with part-time residents and weekend visitors who look to escape the heat and humidity of the southeast and the plateau is also experiencing a vigorous growth of full-time residents.

The region boasts a multitude of outdoor activities highlighted by the surrounding [Nantahala National Forest](#) and beautiful waterfalls including [Dry Falls](#), [Bridal Veil Falls](#) and [Cullasaja Falls](#) and extensive hiking trails. The area is also renowned for some of the best trout flyfishing in the east. Finally, the area is home to some of the finest golf courses around and is the summer home to several PGA professionals.

Position Summary

Description: Reporting directly to the Executive Director, the Development Director is responsible for planning, developing, organizing, and directing all Highlands Performing Arts Center (HPAC) fundraising. This responsibility includes major gifts programs, annual fund, planned giving, special events, and capital campaigns (depending on size and scope of said capital campaign). Above all, the Director of Development is charged with developing and executing a financial plan that ensures that the PAC continues to meet its mission and evolving artistic goals. The Director of Development is a leading role, working closely with the Board, Executive Director and other staff to develop and articulate the strategic direction of the PAC, and to implement the resulting strategies and initiatives.

Roles and Responsibilities

- Work with the Executive Director and PAC Development Council to develop and implement a comprehensive and robust fundraising plan to meet annual and long-range goals.
- Analyze benchmarks for fundraising efforts and track and report progress.
- Be the primary user and lead with Donor Perfect software.
- Research, write, and manage grant applications and reporting.
- Effectively manage budgeting and forecasting of revenue and expenses for all contributed revenue.
- Identification, cultivation, and solicitation of potential new sources of corporate, foundation, and individual major donor support; lead donor engagement and work with Executive Director to cultivate those relationships.
- Develop and implement infrastructure for capturing, measuring, and reporting the moves management strategies for all prospects.
- Oversee annual fundraising events, including planning, tracking, solicitation, reporting, and coordination of events with Board committee and outside vendors.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Edit and proofread proposals and reports to donors as needed.
- Maintain a close relationship with the Board of Directors, including interaction with and organizing activities of the Board of Directors and PAC Development Council.
- Attend performances and fundraising events (evenings and weekends) to cultivate relationships with donors and prospects.
- Work with the HPAC team to ensure that our guest experience is positive and memorable.
- Other duties as assigned.

Requirements:

- Bachelor's Degree and a minimum of 3 years of experience at a senior level in a not-for-profit fund development office.
- Experience with grant writing/editing and the production of corporate sponsorship and philanthropic giving proposals.

- Proven track record of achieving established fundraising goals, specifically through major gift asks, direct mail, tele funding, and special events.
- Supervisory experience required along with excellent computer skills, specifically Microsoft Office Suite.
- Coordinate with the Director of Operations and Outreach on annual membership programs.

Special Considerations:

- Will often be required to walk, stand, sit and lift to 25 pounds
- Requires a valid Driver's License
- Night and weekend work required, based on project and performance schedules
- Periods of high volume/workload may be required

Relocation to the Highlands-Cashiers area is required but work from home within the area will also be considered.

Compensation and Benefits

The Highlands Performing Arts Center provides a competitive and equitable compensation package with benefits that include paid vacation, sick leave, and holidays, medical insurance, short-term disability, and self-contributed 401K. The annual salary for this position ranges from \$85,000 to \$100,000 depending on qualifications and experience.

Applications and Inquiries

To apply, candidates should electronically submit a cover letter and resume with a summary of demonstrable accomplishments to:

executivedirector@HighlandsPerformingArts.com

Review of applications will begin on May 15, 2025, and the position will remain open until it is filled.

The Highlands Performing Arts Center is an Equal Opportunity Employer. Employment opportunities are based upon one's qualifications and capabilities to perform the essential functions of the job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.