



Director of Development Job Description

Overview

The Director of Development is responsible for developing Greater Boston Stage's sources of contributed revenue related to individuals, major donors, corporations, foundations, and government grants and for building the theatre's profile within its service region. This work is done in close collaboration with the theatre's Producing Artistic Director and Operations Manager.

Hours: 40 hours per week (Monday through Friday, 9:30am-5:30pm), some nights and weekends required

Reports to: Operations Manager

Salary: \$60,000.00 annually

Individual donors

- Design and implement strategies to attract year-round interest in GBSC from an identified and growing pool of individual donors
- Plan and manage programs to cultivate, solicit and steward annual fund gifts
- Develop strategies to fully define the Marquee Society, and identify and cultivate 50 donors capable of giving at the \$1,000 level
- In collaboration with the Director of Marketing, develop strategies to solicit new and renewing gifts from subscribers & single ticket buyers

Corporate Donors

- Maintain and steward existing base of corporate donors
- Identify and develop a pool of 20 – 40 organizations capable of giving \$10,000 or more
- Conduct one-on-one fundraising calls with identified prospects
- Work with Board of Trustees to identify and canvas prospects
- Build and manage relationships leading to sustained relationships with key donors
- Effectively communicate GBSC's mission and goals to donors

Foundations and Government Grants

- Work with senior management to identify programs from which to solicit foundation support
- Write letters of inquiry to identified potential sources
- Manage, write, and submit grants in an amount sufficient to fulfill the strategic plan
- Oversee submission of grant progress and completion reports

Special Events

- Coordinate and manage existing events, including selection of and collaboration with event committees
- Work with senior management and Board of Trustees to identify and implement new events
- Coordinate and manage donor appreciation and ownership events
- Coordinate and manage staffing for fundraising events

Administration

- Oversee all database entry for aspects of development
- Coordinate and send timely thank you letters
- Manage and pull donor lists
- Create and manage budget for development department
- Coordinate activities of various development committees
- Develop and execute an annual strategy for all development activities that incorporates both old and new initiatives and addresses ways in which these strategies/initiatives will help achieve annual financial goals.

Community Relations

Work with senior staff to develop strategies that will lead to a greater awareness of GBSC as a positive and vital part of the MetroNorth community

- Become an effective public spokesperson for the theatre
- Coordinate membership and participation in community organizations
- Develop strategies to engage with town management in Stoneham and surrounding communities
- Develop partnerships with charities operating in MetroNorth
- Work with board members to enable them to become active advocates in their communities

Qualifications

Previous arts fundraising experience preferred. The Director of Development should be an impassioned and energetic advocate to design and implement strategies to increase participation among individual (\$250+), corporate and foundation donors. The successful candidate will demonstrate superlative written and verbal communication skills, an understanding of how to cultivate donors from entry to stewardship levels, insight into appropriate and compelling donor benefits and acknowledgement, social acumen that translates donors into members of a giving community, superior events management skills, and the ability to succinctly deliver the message of GBSC's relevance and impact on the communities it serves.

Application Process

GBSC is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply.

Candidates are invited to submit a cover letter and resume electronically to:

heather@greaterbostonstage.org

Candidates of interest will be contacted. We regret that we're unable to follow up with every candidate. No phone calls, please.

To learn more about the theatre please visit GreaterBostonStage.org.