

## **Central Square Theater Development Manager**

### **Organizational Description**

Central Square Theater, which opened its doors in July 2008, is not only a theater space, but also a model artistic and managerial partnership between The Nora Theatre Company and Underground Railway Theater, two non-profit professional theater companies with a combined 50 years of excellence in producing theater and educational programming for the Greater Boston community. In collaboration at Central Square Theater, each company is maintaining its unique identity while working in tandem to fuel long-term sustainability, stimulate creativity and add value to the community.

### **Position Summary**

Central Square Theater (CST) seeks an energetic and experienced Development Manager. The Development Manager will directly supervise the Development Coordinator. The Development Manager will plan and implement all fundraising efforts for the organization in conjunction with the Board of Directors, staff and volunteers. The Development Manager is responsible for raising CST's annual contributed income totaling at least \$600,000 of the \$1.3 million overall operating budget. Duties include overseeing and coordinating fundraising events (one major event per year and several smaller cultivation and fundraising events), individual donor campaigns, grant seeking, government funding, research and cultivation of prospective funders, development of Board fundraising efforts and broadening the base of support for the organization. Reporting to the Executive Director, this position is part of the management team, working in tandem with Marketing, Finance, Operations and Program Development.

### **Principal Duties and Responsibilities**

Working with and overseeing the Development Coordinator, the Development Manager is responsible for:

1. Supervising the Development Coordinator and recruiting, managing and supporting volunteers and Board members in their Development efforts on behalf of the theater.
2. Creating and implementing an annual Development Plan for Central Square Theater that includes: cultivation, solicitation and stewardship activities for the Annual Fund, special campaigns and events. Duties include writing fundraising appeals, acknowledgments and related correspondence, developing and implementing donor benefits and recognition, and targeting solicitations according to donors' interests and giving histories.
3. Working with the Executive Director to develop and generate institutional support for Central Square Theater, including the identification of potential foundation and corporate funders; overseeing writing and preparation of grant applications and grant budgets, corporate sponsorship solicitations, and reports for funders; and monitoring deadlines and delivering benefits that are included with sponsorship packages.
4. Supporting the Board of Directors – primarily through the Development Committee – to develop and steward effective and strategic relationships with major donors and prospects in all categories: individuals, foundations, corporations and businesses. Managing board members' cultivation and solicitation assignments, providing back-up materials and support, and

representing CST at community events.

5. Identifying planned giving prospects, creating recognition opportunities, and assisting Central Square Theater in marketing planned gifts.
6. Developing fundraising-related content for Central Square Theater website and overseeing on-line giving.
7. Directing, overseeing and ensuring effective database management of donor records and related data, overseeing analyses and evaluation of fundraising programs and results, and producing contributed revenue reports for the Executive Director, Finance Director and the Board of Directors.
8. Developing and monitoring annual fundraising budgets – expense and revenue projections – modifying expenditures and re-forecasting on a regular basis throughout the year as necessary, depending upon cash flow and the success of fundraising campaigns to ensure that financial goals are met.
9. Overseeing and producing fundraising and cultivation activities, and special events. Designing events to achieve maximum fundraising potential, positive exposure for Central Square Theater and effective community relations. Working closely with volunteer and Board leadership, and staff on event implementation.
10. Other duties as assigned.

### **Qualifications and Skills**

- \* Minimum five years in Development with experience supervising staff, and successfully motivating and supporting board members and volunteers in Development activities. Proven track record securing major gifts and grants, and achieving annual fundraising goals.
- \* Strategic thinker: ability to develop a comprehensive Development Plan, and prioritize goals and activities; implement creative and innovative short- and long-term strategies to achieve fundraising goals and effective community relations with limited financial and human resources.
- \* Persuasive communicator: possesses exceptional written, verbal and presentation skills. Effective problem-solver, highly attentive to details and ensures accuracy of information.
- \* Facility with Microsoft Office, Outlook, Publisher, Adobe Acrobat, Excel and fundraising database skills required; ability to create fundraising systems, generate reports and oversee on-line giving; expertise creating and managing budgets, and organizing events.
- \* Excellent management and organizational skills, effective leader, collaborator and team player.
- \* Bachelor's degree required, Master's degree preferred; knowledge and appreciation of performing arts or arts organizations preferred.
- \* Minorities are strongly encouraged to apply.
- \* CFRE desirable

## **To Apply**

Please email a resume and cover letter to Allison Frymoyer, [aaf@centralsquaretheater.org](mailto:aaf@centralsquaretheater.org) no later than March 15, 2010. No phone calls.

**Central Square Theater** ("The Employer") is an "equal opportunity employer." The employer will not discriminate and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.