

# JOB OPENING: Part-time Development Manager



## ABOUT WORKING THEATER

Founded in 1985, Working Theater exists to create theater specifically *for, about, and with* working people, the community that makes up the majority of the overall metropolitan workforce. To that end, we make our productions relevant, accessible, and affordable to all regardless of geography or socio-economic status because we believe that theater should be a part of everyone's everyday culture.

## ABOUT THE ROLE

Working Theater seeks a part-time Development Manager to join our team! This is a new position and is best suited to an ambitious individual, who is excited to navigate change. This 39th season we embarked on a new shared leadership structure which includes a Managing Director and an Artistic Director. The Development Manager is part of a small and mighty part-time support staff that includes a Program Manager and a Marketing and Communication Manager. This role will help us bolster our existing fundraising efforts from grant writing to donor relations with the goal to increase overall earned and contributed income as we look ahead to our 40th season and beyond.

## KEY RESPONSIBILITIES

### Grant Writing

- Oversee the grants calendar to ensure all deadlines are met and materials are submitted.
- Compile grant reports, and prepare organizational documents for foundation submissions.
- Maintain and cultivate relationships with grant-offering institutions and industry knowledge of grant opportunities, including changes to application criteria and Working Theater's eligibility for the above.
- Lead grant strategy, generate the writing and preparation of grant proposals with support from the Managing Director on execution, and oversight from the Artistic Director.
- Research and identify funding sources, including but not limited to government, corporate, and foundation contributions.

### Fundraising

- Ideate, manage, and execute earned and contributed fundraising initiatives for the theater.
- Support all aspects of the Annual Bridge Award and Benefit.
- Planning and execution of other fundraising events and public programs, ensuring necessary follow up after fundraising events.

### Donor Relations

- Researching donor prospects and maintaining a donor prospect list.
- Onboard new donors.

## JOB SPECS:

15 hrs/week  
\$32/hr  
2 weeks PTO

Based in NYC: Hybrid remote.  
Some evening and weekends required for programs/events.

Desired start date: January 8th, 2024

## TO APPLY:

» Please submit a cover letter and resume via the online form at [theworkingtheater.org/work-with-us](http://theworkingtheater.org/work-with-us)

We will review applications on a rolling basis. If you have any questions, technical difficulties, or require different access needs to complete your application, please email: [jobs@theworkingtheater.org](mailto:jobs@theworkingtheater.org)

## LEARN MORE ABOUT US:

» [theworkingtheater.org/mission](http://theworkingtheater.org/mission)

## EQUITY COMMITMENT:

As an equal opportunity employer, we are committed to employment practices that ensure employees and applicants are provided with opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, sexual orientation, gender identity or expression, genetic information or any other factor that is not related to the position.

- Support bolstering Working Theater's existing donor tracking system or, if deemed necessary, the implementation of a new donor database to organize all past, current, and prospective donors.
- Assist in creating and maintaining a donor communication calendar for various donor groups, including individual donors, sponsors, and other stakeholders.
- Assist with the coordination of solicitation meetings and cultivation events.
- Coordinate donor mailings and thank yous.

## RELEVANT SKILLS & EXPERIENCE

- Minimum of three years of professional experience, preferably in fundraising and grant writing in the arts and culture sector.
- A passion for Working Theaters's mission.
- Strong organizational and data skills, experience with donor management systems a plus.
- Strong written communication skills, as well as interpersonal skills.
- Ability to work both collaboratively and independently.