

Position: Development Administrator

Description: Company One Theatre seeks a visionary, talented and self-motivated individual to significantly enhance the organization's development systems, specifically in individual giving.

Be part of Company One Theatre's team and provide a strong voice that will help grow C1 resources and shape the future of the organization. This is a **Part-Time** position (approximately half-time), responsible for:

- Executing an organizational individual plan, including researching and cultivating new prospects
- Helping to increase the size of Company One Theatre's individual donor base, and generating new and increased donations from individuals
- Managing donor tracking systems, metrics, and acknowledgement systems
- Providing regular donor reports to the Executive Directors on progress toward fundraising goals
- Managing annual fundraising campaigns
- Assist with general fundraising, including grant writing and management, as well as fundraising events
- Working with the C1 Board of Directors and senior staff to help engage them around development efforts

Qualifications:

- A passion for Company One Theatre's mission, stakeholders and programming
- Well organized, with proficiency in building and managing systems
- A creative, self-starter, who can work both independently and collaboratively with a team
- A strong interest and knowledge of social media outlets, new technology, and web-based development platforms
- Excellent verbal, writing and copyediting skills
- Comfort with non-traditional management and work structures
- Excellent interpersonal skills including working with the public and relationship building
- The ability to work a flexible and variable schedule depending on organizational events and needs, possible weekend and evening hours

Preferred Qualifications:

- Experience in arts administration and/or development
- Proficiency with Adobe Creative Suite
- Experience with Salesforce
- A desire to grow within the organization

Compensation: Part-time salary range: \$18,000 - \$25,000, commensurate with experience.

Application Deadline: Applications strongly encouraged by 12/15/17

About Company One:

Company One Theatre was founded in 1998 to integrate Boston audiences, challenge the city's social divides and foster a new generation of theatre-makers and theatergoers. Since then we have become a nationally renowned, award-winning theatre company in residence at the Boston Center for the Arts. Our mission is to change the face of Boston theatre by uniting the city's diverse communities through innovative, socially provocative performance and developing civically engaged artists.

Company One Theatre is an equal opportunity employer. Candidates of color, LGBTQA+ candidates, and women candidates are encouraged to apply.

How to apply: Please email cover letter and résumé -

Attention: Sarah Cohan, Human Resources Manager

Subject line: DEVELOPMENT POSITION

Email Address: Employment@CompanyOne.org