



**September 12, 2016**

**Position:** Development Manager

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

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

- Having a vision for expanding the organization's individual giving reach and expansion, how to reach that vision, and what resources are needed to do it
- Developing and executing a strategic, innovative, and comprehensive organizational individual plan, including researching and cultivating new prospects
- Increasing the size of Company One Theatre's individual donor base and generating new and increased donations from individuals
- Developing, or redesigning, and executing donor tracking systems and metrics
- Developing and executing all annual fundraising campaigns
- Manage all donor acknowledgement systems
- Providing regular donor reports to the Managing Director on progress toward fundraising goals
- Working with the C1 Board of Directors and senior staff to help engage them around development efforts
- Reporting to the Managing Director

**Qualifications:**

- Passion for Company One Theatre's mission, stakeholders and programming
- A high energy, creative, self-starter, who can work both independently and collaboratively with a team
- Strong interest and knowledge of social media outlets
- Excellent verbal, writing and copyediting skills
- Excellent interpersonal skills including working with the public and relationship building
- Comfortable with and excited by new technology, software, and web-based platforms
- Comfortable with non-traditional management and work structures
- Ability to work a flexible and variable schedule depending on organizational events and needs, possible weekend and evening hours

**Preferred Qualifications:**

- 3-4 years of experience in development and/or individual giving
- Proficiency with Adobe Creative Suite
- Experience with Salesforce
- Desire to help turn this opportunity into a full-time Development Director position

**Compensation:** Part-time salary range: \$20,000 - \$30,000, commensurate with experience.

**Application Deadline:** Applications strongly encouraged by 9/29, we hope to start the position by 10/15

**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.

**How to apply:**

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

Please email cover letter and resume -

**Attention:** Sarah Cohan, Human Resources Manager

**Subject line:** DEVELOPMENT MANAGER

**Email Address:** [Employment@CompanyOne.org](mailto:Employment@CompanyOne.org)