



August 11, 2017

Position: Development Manager

Description: Company One Theatre seeks a visionary, talented and self-motivated individual to significantly enhance the organization's development systems with a focus on 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** position (approximately half-time), responsible for:

- Helping to create 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 and executing donor tracking systems and metrics
- Developing and executing all annual fundraising campaigns
- Managing 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 organize and engage them around development efforts

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:

- A minimum of 1 year 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 - \$25,000, commensurate with experience.

About Company One: Recently named "Best of Boston: Fringe Theatre, 2017" by Boston Magazine and "Boston's Best Scene Stealer, 2017" by the Improper Bostonian, 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 strongly encouraged to apply.

How to apply:

Please email cover letter and résumé -

Attention: Sarah Cohan, Director of Human Resources

Subject line: DEVELOPMENT POSITION

Email Address: Employment@CompanyOne.org