



Company One Theatre: Development Associate

Company One Theatre is seeking a motivated individual to join the organization as the Development Associate. This is a part-time (25 hours/week), associate level position, working in a hybrid arrangement (in-person and remote).

This position will...

- Coordinate development campaigns in collaboration with the Development Manager, including handwritten and emailed donor correspondence for solicitation, acknowledgment, and cultivation purposes
- Assist with the management of the individual giving systems and processing donations
- Create individual giving reports and data visualizations in collaboration with the Development Manager
- Assist with organization and execution of fundraising, board, and membership events
- Coordinate individual giving and membership related collateral development and distribution
- Maintain membership and development (foundation, sponsor, individual giving) records
- Conduct preliminary research on prospective corporate, foundation, and individual donors
- Work with Development Manager and Marketing Manager to coordinate press releases and media materials related to corporate and foundation giving
- Oversee database management and maintain up-to-date records of in-person and digital event attendees and audience survey data in Bloomerang database
- Attend weekly check-ins with the Development Manager, Co-Executive Director and other staff as needed; Attend weekly all-staff meetings; Attend monthly Development Committee meetings

Requirements:

- Highly organized and detail oriented, with strong time management and project management skills
- Passion for Company One Theatre's mission, stakeholders and programming
- A creative, self-starter, who can work both independently and collaboratively with a team
- Excellent verbal, writing and copy-editing skills
- Comfortable with and excited by new technology, software, and web-based platforms
- Intermediate MS Excel skills and financial experience preferred

- Excellent interpersonal and relationship building skills
- Ability to work a flexible and variable schedule depending on organizational events and needs, possible weekend and evening hours

Compensation: \$25,000/year

How to Apply

Please submit your resume and cover letter to:

Sarah Cohan, HR Manager

employment@companyone.org

Include “Development Associate” in the subject line.

Not sure you meet all our qualifications? Research shows^[1] that men apply for jobs when they meet about half of the criteria, but women and people who are systemically marginalized tend to only apply if they meet every requirement. If you believe that you should be considered for this role we encourage you to apply. Whether you’re new to the arts, returning to work after a gap in employment, or simply looking to transition into a new field, we will be glad to receive your materials. Please use your cover letter to tell us more about yourself and about your interest in the arts and this role.

ABOUT COMPANY ONE THEATRE

MISSION: Company One Theatre builds community at the intersection of art and social change.

VISION: A Boston defined by justice, equity, and artistic innovation.

MANIFESTO: Welcome to our community, where every audience member, artist, student, and supporter has the opportunity to fight for social justice. At C1...

- We strive to create intentional, authentic theatrical experiences that uniquely integrate content, style, space, and community.
- We amplify new stories and adventurous theatrical forms to define what’s next in the American theatre.
- We focus on growing our students’ authority, voice, and point of view, while developing artists into the next generation of change-makers.
- Our work is responsive to what’s happening in our city, nation, and world.
- We work towards justice by challenging inequity and oppressive systems.
- Innovation, forward thinking, and collaboration lead the way.
- We center our work on reciprocal relationships with community partners.
- Representation is an act of social justice.
- Our growth is motivated by questioning the status quo, internally and externally.
- We strive for artistic excellence as defined by our collective community.

^[1] <https://hbr.org/2014/08/why-women-dont-apply-for-jobs-unless-theyre-100-qualified>