Associate Director of Development

Fresh from its 60th Anniversary Season, Baltimore Center Stage (BCS) seeks an experienced and innovative fundraising professional to join the theater as Associate Director of Development.

As The State Theater of Maryland, and a LORT B Theater with deep roots in its home city, BCS is building on a legacy of artistic excellence and inclusion to redefine what a vibrant cultural and civic anchor can be for the post-COVID generation. BCS is committed to being an inclusive workplace, and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.

This position fills a key role within the BCS Development team and is responsible for making the case for BCS in our community and raising approximately $4 million each year.

The Associate Director of Development reports to the Director of Development and is part of a team of three others. The Associate Director of Development collaborates closely with the Director of Development to ensure that goals are achieved.

Compensation:

The salary is $70,000 per year plus standard company health benefits and paid time off. This is a year-round exempt position and is not eligible for overtime. Currently, Baltimore Center Stage's administrative staff work in a hybrid format: three days in the office and two days from home.

Duties and Responsibilities:

The Associate Director of Development will contribute to the comprehensive development strategy created by the Development Director and the Managing Director to deepen and sustain BCS' organizational sustainability and resilience. In collaboration with a wide network of partners and stakeholders, the Associate Director of Development role is integral in supporting internal processes and leading the team through new opportunities with institutional, corporate, and individual donors.

Primary duties include but are not limited to: executing the individual giving program, contributing to and managing strategies and plans in order for BCS to meet and exceed its revenue goals; the Associate Director of Development may collaborate on special campaign funding; and assist in the stewardship and cultivation of Board relations and other stakeholders assigned.

Key Responsibilities (including but not limited to):

Development Operations and Strategy

- Collaborate with Development, Artistic, and Managing Directors to understand development strategy.
- Contribute to the strengthening of development operations including ensuring the timely processing of gift acknowledgements, grant reporting, campaign appeals, grant applications, and other operations as needed.
- Provide supervision to development staff and foster a productive organization-wide fundraising culture.
- Participate in Marketing/Development meetings to identify and leverage strategic alignment regarding institutional messaging and inter-departmental engagement strategies.

Individual Giving & Special Events

- Work in collaboration with the Director of Development to establish individual giving strategies including direct mail as well as digital engagement/fundraising efforts.
- Work in collaboration with internal and external partners in the planning, execution, and fundraising of the BCS annual Gala.
- Work collaboratively with the Director of Development to execute the annual individual solicitation campaigns including renewals, acquisition, end-of-calendar-year, end-of-fiscal-year, monthly giving, and special funding via direct mail, email, and mobile giving.

Grants

- Manage grant deadlines for both annual and special projects funding including local and national foundations and government proposals. This includes working with the Grants Coordinator to write and edit grant copy, creating proposal timelines and interim reports, and collaborating with other departments to develop and gather program-specific narratives and supporting information.
- In collaboration with the Director of Development, solicit Corporate or special funding.

Key Competencies:

- Fundraising Knowledge: 3+ years of experience, with knowledge of individual giving, and additional understanding of other areas of development including institutional giving, event planning, and/or planned giving. Prior experience of the Baltimore philanthropic community is a plus.
- Cultural Competency: An understanding of Antiracism and Anti-Oppression principles and practices, and the ability to interact effectively with people of diverse cultures and socio-economic backgrounds.

- Strategic Vision: A bold and ambitious perspective on the value of the arts as an engine for civic engagement, and strategic insight on how relationship-building and storytelling can define BCS as a leader in that space.
- Entrepreneurship: An excitement to develop new systems and structures that build on past good practice and are rooted in equity, collaboration, and vision.
- Communication: The ability to communicate transparently and effectively across mediums with an emphasis on interpersonal communication.
- Relationship Management: Excellent social and collaborative skills and a tactful patron service mindset with an emphasis on building and maintaining meaningful and reciprocal relationships with staff, colleagues, stakeholders, and donors.
- Time Management: The ability to efficiently manage time, effort and decision-making skills across various programs and departmental operations.
- Software Knowledge: Tessitura (CRM) experience is appreciated, but not required.

Hiring Process:

For application, please send a resume and cover letter to ghaines@centerstage.org. To be considered both a resume and cover letter are required.

Interviews will be conducted on a rolling basis and will include conversations with the Development Director as well as other members of the BCS staff. The posting will remain open until the position is filled.

About Baltimore Center Stage:

Designated the State Theater of Maryland in 1978, Baltimore Center Stage provides the highest quality theater and programming for youth, families, and all members of our community under the leadership of Managing Director Adam Frank and Artistic Director Stevie Walker-Webb.

BCS ignites conversations and imaginations by producing an eclectic season of professional productions across two main stages and an intimate 99-seat theater, and through engaging and inspiring community and education programs. Everything we do at BCS is led by our core values—the lead among them being Access for All.