**Director of Development**

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

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.

Leading the Development Department, this position fills a key role within the BCS leadership team, and is responsible for making the case for the central role of BCS in our community and raising about $3 million each year.

The Director of Development reports directly to the Managing Director and leads a team of four (Associate Director of Development, Special Events Manager, Institutional Giving Coordinator, and Development Assistant) in the planning and execution of all Development operations.

**Compensation:**

Salary is $100,000 - $120,000 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 Director of Development will create, lead, plan, and manage a comprehensive development and fundraising effort to deepen and sustain BCS’ organizational sustainability and resilience. In collaboration with a wide network of partners and stakeholders, the Director of Development will play a key role in supporting existing organizational relationships and cultivating new opportunities with institutional, corporate, and individual donors.

Primary duties include: overseeing all aspects of development, including individual giving (including managing a portfolio of donors and soliciting major gifts), institutional giving, and events; leading the development of strategies and plans in order for BCS to meet and exceed its revenue goals; collaborating on the launch of a new Capital Campaign; and helping to maintain relations with Board members and other stakeholders.
Key Responsibilities (including but not limited to):

**Development Strategy and Operations**
- Collaborate with Artistic and Managing Directors on overall development strategy, including organizing and energizing how we steward and cultivate organizational relationships.
- Lead and facilitate the strengthening of development best practices, from clear and inspiring communications, to concrete goal setting, metrics and benchmarks, to timely processing and reporting.
- With leadership and the Board, help lead the planning and execution of a new Capital Campaign in support of the theater’s service to a new generation.
- Provide direct supervision and coaching to development staff members and foster a productive organization-wide fundraising culture.

**Individual Giving**
- Manage a personal portfolio of prospect and donor relationships while utilizing a variety of cultivation and stewardship tools to ensure their connection to, enthusiasm for, and involvement in the life of the theater.
- Lead major gift fundraising by activating Managing and Artistic Directors and executing solicitations with individuals, Board, and institutional donors.
- Develop strategies to increase donor retention rates and average gift values while leading new donor acquisition and upgrade efforts, including iterating the campaign and donor benefits program design.

**Institutional Giving**
- Steward and develop relationships with representatives of key foundation and corporate funders and prospects
- In partnership with Marketing, expand sponsorship relationships and opportunities with corporate partners
- Oversee the grant application and writing process, ensuring that the case for support for BCS is always being made effectively and consistently

**Special Events**
- Oversee planning of BCS’ annual gala, supported by the entire development department, full BCS staff, Managing and Artistic Directors, Board of Trustees, and event consultants.
- With support from the department, effectively plan, produce, and execute in-house fundraising and cultivation events. Periodically this role requires some nights and weekends in relation to these events.

**Board Relations**
- In partnership with the Executive Office, manage the stewardship of Board relations, especially staffing the Donor Relationships Committee and actively participating in the Executive and Finance Committees.
- Liaise with the Board of Directors to communicate fundraising goals and support the Board’s efforts in reaching goals through a variety of engagements and activities.
- Participate in quarterly board meetings, present strategic plans, provide detailed updates, analysis, and robust donor reports.

**Key Competencies:**

- **Fundraising Knowledge:** 5+ years of experience, with significant knowledge in two or more of the following areas individual giving, moves management, and major gift solicitation, institutional giving, event planning, and/or planned giving. Knowledge of the Baltimore community, and/or the capital campaign and strategic planning process, is a plus.
- **Cultural Competency:** An understanding of Antiracism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different 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.
- **Leadership:** The ability to train, manage, supervise, and empower a growing department, and to offer guidance to an expanded team of full-time, part-time, and volunteer members of the BCS community.
- **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 greatly appreciated, but not required.

**Hiring Process:**

Please submit a short statement about why you are interested in this position, and your resume to Managing Director Adam Frank at adminjobs@centerstage.org, and please put “Director of Development” in the subject line.

Interviews will be conducted on a rolling basis and will include conversations with the Managing Director as well as other members of the BCS staff. We are working toward a start date of September 1, or sooner if schedules of all parties allow.
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 through engaging and inspiring youth and community programs. Everything we do at BCS is led by our core values—the chief among them being Access for All.

Baltimore Center Stage is an equal opportunity and affirmative action employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, national origin, age, disability, or genetics. In addition to federal law requirements, BCS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We strongly encourage applications from people of color and members of underrepresented groups.

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