



The Commonwealth Shakespeare Company, INC.

Director of Development

In its new Director of Development, CSC is seeking an energetic, entrepreneurial individual who will expand the Company's existing fundraising efforts in all areas: individual giving, institutional support, and special events, with a particular focus on continuing to expand our major giving program.

As an organization built around free programming, our fundraising efforts are vital to the overall success and sustainability of the organization. CSC has an annual operating budget of ~\$1.8 million, with the development team responsible for a contributed revenue goal of ~\$1.2 million annually. Supporting staff in the department include a full-time Development Manager, a part-time Grant Writer, and administrative support from the full-time Management and Programming Coordinator. Our fundraising efforts have seen tremendous growth in the past five years, and we are eager to continue to expand the reach of the department under its next Director of Development.

The position requires a highly-organized development professional, capable of managing a comprehensive fundraising plan while constantly seeking new partnerships with local foundations, corporations, and philanthropists. A member of CSC's front-line senior management team, they will report directly to the Artistic Director and work closely with CSC's General Manager and Board of Directors to maximize support for one of Boston's most visible and respected performing arts organizations.

Reports To: Artistic Director

FLSA Status: Exempt, Full-time (35-40 hours per week; M-F 9:30a-5:00p); some evening and weekend work required at some points in the year. During the summer season, hours may exceed 40 across a six day workweek.

Location: Hybrid, with both in-person (Boston, MA) and remote work. Candidates must be located within commuting distance of the Boston Common.

Compensation: \$75,000-85,000 per year depending on experience, plus stipend for health insurance and 2% company retirement plan contribution.

Desired Start Date: Spring 2023

DUTIES AND RESPONSIBILITIES

- Manage and supervise the activities of the Development Department, including: the annual fund, Prospero Society major giving program, corporate sponsorships, foundation and government grants, special events, in-kind donations, and special projects.
 - Maintain ongoing relationships with current donors, sponsors, funders, and business and community leaders. Work closely with the Board of Trustees to develop new prospects in each category.
 - Provide strategy, solicitation, implementation, and stewardship for new and current major gifts and sponsorships.
 - Manage CSC's Board of Trustees, Advisors, and Development Committees – providing clear communication and leadership for all volunteer groups.
 - Work with Board and volunteers to plan and oversee the execution of events, including the Annual Gala.
 - Establish annual and long-range goals, budgets, projections, and initiatives.
 - Provide monthly reports and financial statements and oversee reconciliation of development budget lines.
 - Direct development staff, interns, and volunteers in all fundraising endeavors.
 - Supervise maintenance of donor files and records and the timeliness of donor communications.
 - Supervise creation and production of print and electronic fundraising materials.
 - Research new opportunities for arts funding at the local, state, and national levels.
 - Represent CSC by attending civic and cultural events in the community and make presentations, as needed.
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REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree or equivalent experience
 - Preference for at least five years in the fundraising field, with at least two in a management or leadership position.
 - Proven success in grant writing, major gifts, stewardship, and corporate knowledge.
 - Familiarity with database management.
 - Superb communication skills - both oral and written.
 - Ability to cultivate strong interpersonal relationships and to articulate the CSC mission to a wide range of audiences in a variety of ways.
 - Enthusiasm for working collaboratively, in a hands-on fashion, with a small but dedicated team.
 - Knowledge and experience with Boston's philanthropic community (particularly in the arts and theatre).
 - Commitment to CSC's values of artistic excellence, inclusiveness, and access. (A complete statement of values is on our website.)
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APPLICATION INSTRUCTIONS

Please submit a cover letter and current resume or CV to employment@commshakes.org with the subject line "Director of Development - Your Name". Interviews will be conducted on a rolling basis, with applicants encouraged to apply by February 15, 2023. No phone calls, please.

CSC is an equal opportunity employer and does not discriminate against employees based on race, color, religion, sex, national origin, age, disability, or genetic information. Professionals of all identities, backgrounds, and abilities are strongly encouraged to apply. CSC's mission and values are summarized on our website at commshakes.org/mission-history. The Director of Development's experience should reflect a commitment to these values. We celebrate diversity and access and are committed to creating an inclusive environment for all employees. CSC is a place where everyone can grow, so however you identify and whatever background you bring with you, please apply if this is a position that interests you.

Commonwealth Shakespeare Company is participating in the Pilot Cohort of the StageSource Line Drawn Community Standards Initiative to prevent harassment and abuse in the New England performing arts community. By developing programs and resources specifically for the needs of the New England performing arts community, Line Drawn aims to create safer and more equitable work environments. We are committed to this Initiative because preventing harassment and abuse is not optional - it is a requirement for creating theatre. More information can be found at StageSource.org/Line Drawn.

All in-person activities will be held in accordance with the most up to date state, city, and union safety protocols regarding COVID-19. CSC will require all staff to provide proof of a completed FDA-approved vaccine regimen for COVID-19 as well as vaccine boosters according to eligibility. This policy allows for exemption accommodations for disability or religious reasons.

About CSC

Commonwealth Shakespeare Company (CSC), best known for its annual free performances on the Boston Common, is a non-profit theater organization founded in 1996, dedicated to artistic excellence, accessibility, and education. CSC's Free Shakespeare on the Common has served over one million audience members over its 26-year history and has become a beloved summer tradition enjoyed by as many as 50,000 people annually. After a hiatus in 2020 because of the pandemic, CSC presented *The Tempest* (with John Douglas Thompson as Prospero) to great acclaim on the Boston Common in the summer of 2021, and *Much Ado About Nothing*, directed by Megan Sandberg-Zakian, in the summer of 2022. In addition to its live theater productions on and off the Common, CSC has also presented a variety of virtual programs, most particularly in the past three years. The company also runs the CSC Academy, which encompasses its training and education programs including Stage2, a program for middle and high school

students and educators, the Apprentice Program, CSC's intensive Shakespeare-focused summer training program for early-career actors, and the CSC2 Company. For more information visit commshakes.org.