



Assistant Director of Leadership Giving

Global Arts Live

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BOSTON | NEW YORK

Global Arts Live seeks a strategic and relationship-driven Assistant Director of Leadership Giving to help drive campaign and leadership giving efforts during a transformative period of organizational growth.

About Global Arts Live



For over 30 years, Global Arts Live has brought exceptional global music and dance to stages across Greater Boston. We invest in longstanding relationships with artists, support them with commissions, develop audiences for their work, and create connections to under-represented immigrant populations and communities in our region. Since inception, Global Arts Live has presented more than 800 artists from 70+ countries in over 1,500 performances attended by more than 1 million people. With an artistic vision focused on cultural diversity, many of our artists express and exemplify universal

themes of identity, immigration, heritage, and inclusion. We aspire to transcend borders, cultivate community, and enrich lives.

About The Platform

In November 2026, Global Arts Live will launch a new performing arts center, called The Platform, in partnership with the real estate developer BioMed Realty. The center features a 404-seat state-of-the-art theater, 125-seat informal amphitheater anchoring a ground floor commons, and a rehearsal studio. Global Arts Live is conducting a \$20M campaign, with \$13.1M already achieved, to support the launch, programming, and long-term sustainability of The Platform. In a shared services model, Global Arts Live will continue to support The Platform with programming, marketing, fundraising, and administrative support.

About Philanthropy at Global Arts Live

Philanthropy is an increasingly vital part of the organization's operations and long-term success. As Global Arts Live enters an exciting new phase of growth and innovation—centered on the launch of The Platform (TPK)—its fundraising efforts are scaling significantly. With this expansion, the organization is poised to grow its annual philanthropic revenue well beyond \$1M, in addition to the campaign above, reflecting both the ambition and opportunity of this next chapter.

About the Position

The Assistant Director of Leadership Giving (ADLG) will play a key role in advancing Global Arts Live's fundraising efforts during a transformative period of organizational growth. Reporting to the Director of Advancement (DA) and working closely with the CEO, Director of Artistic Programming, Board, and broader leadership team, the ADLG will help drive the successful completion of the



campaign for The Platform while strengthening and expanding the organization's leadership giving program.

This is a unique opportunity for an energetic, entrepreneurial, and strategic fundraising professional to blend frontline fundraising, campaign management, prospect development, communications, and operational leadership. The ADLG will oversee leadership and campaign giving strategies, manage a



portfolio of prospects and donors, supervise a Development Operations & Campaign Coordinator, and support the overall effectiveness of the advancement function. The ideal candidate will be authentic, articulate, and inspiring, with the initiative and persistence to advance ambitious fundraising goals while serving as a compelling ambassador for Global Arts Live. As the campaign concludes, the position will play a critical role in transitioning campaign donors and prospects into a sustainable major gifts pipeline, helping shape the future of philanthropy at Global Arts Live.

Key Responsibilities

The ADLG will lead and advance leadership and campaign giving efforts, managing donor relationships and campaign strategies that drive philanthropic growth. Working closely with the Director of Advancement and organizational leadership, they will help build fundraising infrastructure, strengthen prospect pipelines, and support the department's overall success.

Leadership Giving and Campaign Fundraising

- Manage their own portfolio of approximately 50-70 leadership and campaign prospects, developing and implementing individualized cultivation, solicitation, and stewardship strategies.
- Partner with the Director of Advancement to lead the campaign's individual giving strategy by driving fundraising priorities and identifying, cultivating, soliciting, and stewarding leadership and campaign donors to achieve campaign goals and strengthen the organization's long-term major gift pipeline.
- Support the cultivation, solicitation, and stewardship efforts of the CEO, Director of Artistic Programming, and Director of Advancement through coordination of their portfolios, prospect strategies, briefing materials, follow-up communications, and donor engagement planning.
- Help transition campaign supporters into long-term philanthropic relationships and a growing major gifts program following the completion of the campaign.

Prospect Development and Campaign Communications

- Oversee leadership giving and campaign prospecting efforts, utilizing research, data analysis, and donor engagement strategies to strengthen fundraising outcomes.
- Produce campaign fundraising materials and communications, including pitch decks, donor presentations, case materials, solicitation materials, and stewardship communications.
- Partner with the Director of Advancement to implement grassroots fundraising initiatives, including a public-facing seat campaign and related donor engagement efforts.
- Collaborate with leadership and program staff to develop compelling donor-centered messaging that communicates the impact and vision of Global Arts Live and The Platform.

Advancement Operations and Team Leadership

- Supervise and mentor the Development Operations & Campaign Coordinator, providing guidance on prospect management, reporting, data preparation, gift processing, and campaign administration.
- Assist with the overall management and effectiveness of the advancement department, helping establish systems, processes, and workflows that support fundraising success.
- Maintain a strong working knowledge of fundraising systems and CRM tools, utilizing data to inform strategy, troubleshoot issues, and strengthen operational performance.
- Manage campaign reporting, donor pipeline analysis, and development of donor pyramids and fundraising projections.
- Collaborate with the Global Arts Live team, contributing ideas, energy, and time to organizational health, growth, and team initiatives.
- Contribute to advancing the organization's goals in equity, diversity, inclusion, and access.
- Perform other duties as assigned.

Key Qualifications

- 5+ years of progressive fundraising experience, including frontline fundraising, leadership giving, and campaign fundraising
- Demonstrated success managing donor portfolios and moving prospects through the full cultivation, solicitation, and stewardship cycle.
- Experience developing and implementing fundraising strategies, with the ability to balance relationship-based fundraising and operational leadership responsibilities.
- Strong prospect research, pipeline management, and donor qualification skills.
- Experience supervising staff or providing project leadership within a fundraising environment.
- Proficiency with CRM systems and fundraising databases, including the ability to leverage data to support strategy, reporting, and operational effectiveness.
- Excellent written and verbal communication skills, including experience developing donor-facing materials, proposals, presentations, and fundraising communications.
- Entrepreneurial and proactive approach to fundraising, with demonstrated initiative, persistence, sound judgment, and the ability to thrive in a dynamic and evolving environment.
- Strong interpersonal presence and relationship-building abilities; authentic, articulate, and comfortable serving as a front-facing ambassador for the organization.
- Strategic thinker with exceptional organizational abilities and a track record of managing complex projects, competing priorities, and ambitious goals.
- High degree of professionalism, integrity, and ethical judgment in managing donor relationships and organizational resources.
- Genuine connection to and enthusiasm for the performing arts, with the ability to communicate the mission and programs compellingly.



Global Arts Live offices are at 720 Massachusetts Avenue, Cambridge, MA. In early fall 2026, Global Arts Live offices will move to The Platform at 585 Kendall Street, Cambridge. This full-time, exempt position requires at least 3 days/week in the office with some scheduling flexibility. Some night and weekend work at special events, concerts, and meetings will be required.

The salary for this position is \$100,000 - \$120,000, commensurate with experience. A generous benefits package includes health and dental insurance, flexible spending accounts, retirement plan, and professional development opportunities.

Not sure you meet 100% of our qualifications? Research shows that cis men apply for jobs when they fulfill an average of 60% of the criteria, while others tend only to apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply.

Global Arts Live is committed to building a work environment rooted in respect, integrity, diversity, and inclusion—one that reflects the artists we present and the audiences we serve. We are proud to be an equal opportunity employer and welcome applications from candidates of all backgrounds, experiences, and identities, including those historically underrepresented in the arts and nonprofit sectors.

To express interest, please submit your cover letter and resumé in confidence [here](#).

For more information, please visit www.developmentguild.com.

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For more information about Global Arts Live, please visit www.globalartslive.org.

About Development Guild

Since 1978, we have consulted to leaders across the nonprofit spectrum and successfully collaborated with more than 800+ clients nationwide in academic medicine, arts & museums, education advocacy, environment & conservation, faith-based, health, higher education, human services & social justice, and independent schools. We are experts in executive search, fundraising, and strategic planning—and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

