

BOSTON DANCE THEATER

2022-23 Director of Development Job Description

ABOUT THE POSITION

Reporting to the Founder/Co-Artistic Director Jessie Jeanne Stinnett, and supported by a Grant Writer, the Development Director will spearhead development efforts. A new position in the organization, the Director will have the opportunity to build the development function. The ideal candidate will be someone who wants to grow with the organization to become a crucial member of the leadership team in this next phase of growth.

The Development Director will be responsible for building, cultivating, managing and administering Boston Dance Theater's fund development and supporting organizational growth through all mechanisms of funding by diversifying philanthropic giving streams. In partnership with the Founder/Co-Artistic Director and with the support of BDT's part time administrator, this Director level position will implement a multi-level advancement plan that will encompass major donors, corporate and business sponsors, foundation giving, endowment opportunities and special event efforts. Responsibilities include strengthening and diversifying Boston Dance Theater's funding during a time when Boston Dance Theater's at-home Greater Boston Area activity is increasing and the company is preparing for national touring. This Director will be responsible for raising local and national brand awareness and increasing major donor prospecting. This new director level position for the organization will guide the timeline and growth of a 1 million dollar capital campaign with the company's national growth as the inspirational anchor. They will be tasked with increasing organizational funds for our scholarship programs to provide dance education opportunities to more black and brown artists. This will be the first full time exclusively development related director position for Boston Dance Theater and as such will require innovation and building block knowledge to inspire a giving platform that complements the agility and experience of this organization.

ABOUT [BOSTON DANCE THEATER](#)

Under the co-artistic direction of Jessie Jeanne Stinnett and award winning, Dutch-Israeli, choreographer Itzik Galili, Boston Dance Theater (BDT) is Boston's first contemporary dance repertory company with international ties at the leadership level. With a commitment to presenting works of socio-political relevance, BDT matches the talents of Boston-based dancers with those of acclaimed global choreographers, broadening the scope of contemporary dance practice and performance in our city and beyond. To date, BDT has presented thirteen commissioned works and remounted four pieces by both new and distinguished choreographers. BDT is a registered 501(c)3 tax-exempt charity as of 2018. BDT's mission is to build and sustain a professional contemporary dance company dedicated to providing high quality dance performances, dance education and community outreach, to strengthen the dance community in Boston, create new dance audiences, and to advance the contemporary dance profession.

COMMITMENT TO DIVERSITY

Boston Dance Theater is committed to fostering an environment of diversity and inclusion for all. As we seek to build the most complementary team when it comes to skill, perspective, and experience, we strongly encourage candidates from underrepresented communities to apply.

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KEY RESPONSIBILITIES

Fundraising Goals – This Director will lead and be responsible for raising the contributed income necessary for Boston Dance Theater to carry out its mission from 200k per year to a sustainable 1mil per year in contributed income. This Director will directly seek funding that directly supports the infrastructure, staffing and all local activities including but not limited to open rehearsals, residencies and education programming. Specifics duties include:

Leadership & Management

- Actively engage and energize Boston Dance Theater volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Work closely with BDT's leadership team to develop and support a strong Board of Directors to lead the organization towards its mission, vision, and strategic goals
- Ensure effective systems to track scaling progress so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Serve as an external representative of Boston Dance Theater
- Be an active participant in the local and national dance community
- Have an understanding of the arts ecosystem both in the Greater Boston Area and globally

Fundraising & Communications

- Develop strategies for solicitations that will match the organization's ambitious goals, consistently growing annual giving
- Manage and develop a portfolio of current and prospective donors with the capacity to make philanthropic gifts of \$10,000 and up.
- Create and execute a strategy for a large sustained base of annual individual donors
- Develop and execute Boston Dance Theater's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Personally, solicit donors, including preparation of personalized cultivation and solicitation materials when needed
- Use external presence and relationships to garner new opportunities
- Conceptualize and execute special events geared toward cultivation and engagement of individual and institutional donors
- Manage the implementation of fundraising software and oversee staff responsible for data entry and gift processing
- Develop and track proposals and reports for all foundation and corporate fundraising
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Provide development program content for website, direct mail, and electronic media

EXPERIENCE & QUALIFICATIONS

- Advanced degree with at least 8 years of progressive work experience in fundraising roles and senior management experience; track record of effectively leading organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Track record in soliciting and closing gifts from major donors and/or institutions
- Excellent verbal communication, writing and editing skills, experience writing grant proposals is highly desirable

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- An ability to initiate and enjoy direct communication with donors and potential donors; strong customer-service orientation
- Demonstrated knowledge working in donor databases
- Ability to manage multiple projects and deadlines simultaneously
- Ability to work well with all levels of internal management and staff, as well as independently
- A strong connection to Boston Dance Theater's mission and a commitment to continuous learning and progress around diversity, equity and inclusion is highly desirable in all team members at Boston Dance Theater
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Proficiency with cloud based workflow, dropbox, google drive & media platforms
- Proficiency with budgeting & familiarity with nonprofit accounting
- Capital Campaigns and donation pipeline growth / advancement
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

COMPENSATION & BENEFITS

\$100,000-\$110,000, commensurate with experience.

Benefits include:

- BDT is in the process of finalizing employer-subsidized health insurance
- Generous paid personal and sick leave
- 2 complimentary tickets to each BDT performance during the year
- One piece of BDT merch each year
- Eligibility for a subsidized \$25 BDA Associate Membership under Boston Dance Theater's organizational umbrella.

JOB LOCATION

The Director of Development position with BDT is hybrid, meaning work is done both from home and in-person. Applicants must live within a one hour commute of Boston, MA.

Boston Dance Theater is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.

HOW TO APPLY

Send cover letter and resume to bostondancetheater@gmail.com with the subject line *"Director of Development Application"*