



Development Manager - Job Description

Fresh Ink is looking for a driven, energetic collaborator to join our company! The Development Manager will spearhead current fundraising initiatives, as well as create and lead new strategies for growing revenue. The right candidate will feel comfortable taking initiative and ownership, and should have some experience in arts administration and/or development with a strong grasp of the Boston arts scene. This is a great role for a highly motivated people-person who is excited about building a foundation of support for new play development in New England.

Job Responsibilities

- Promote and maintain ongoing company relationships with corporations, foundations, and individual donors
- Collaborate with the Managing Director to create and execute an annual fundraising strategy that addresses the company's short- and long-term goals, including developing internal and external messaging for funding initiatives
- Work with the Board of Directors to lead and steward the company's Advisory Board
- Manage the company's Ambassadors program and facilitate increased membership
- Work with the Patron Relations Coordinator to maintain an updated donor database
- Research prospective funding sources and grants and actively conceptualize and implement creative solutions to funding needs
- Assemble and submit grant requests on behalf of the company, and track company data for use in grants and fundraising initiatives – in simple terms, tell our company's story.
- Manage the fundraising component of Fresh Ink's annual Mad Dash and Season Kick-Off party
- Plan and execute donor-focused engagement events
- Create post-event summaries with direction from Managing Director

General Fresh Ink Staff Duties:

- Attendance at twice-monthly staff meetings and occasional event-specific meetings
- Attendance at readings, workshops, and rehearsals as requested
- Support with house management and box office during production runs
- Participation in the annual script selection process through play reading and reporting
- Involvement in the planning of non-production events throughout the season, including the Season Kick-Off Party and the Mad Dash 24-hour Play Festival

Qualifications:

- Interest in new plays and a passion for an artist-centered development process

- Some experience in non-profit administration and a general understanding of fundraising best practices is preferred.
- Excellent verbal and written communication skills.
- Ability to be proactive, highly organized, and detail-oriented.
- Comfortable working both independently and collaboratively with a team.

How To Apply

Please send a resume and cover letter to jobs@freshinktheatre.org detailing your experience and interests, and why you would be a good fit for Fresh Ink.

Please note that this position, like all Fresh Ink staff positions, is an unpaid volunteer role. We are happy to discuss our company's structure if you have questions!

About Fresh Ink

Fresh Ink Theatre Company is committed to developing new work with theatre artists in the New England area. We seek to empower writers with the tools to craft plays that showcase their creative vision, and we challenge the Boston community to engage in the evolution of dynamic new work as it transforms from first draft to first production, and beyond.

We value artistic excellence, institutional transparency, community involvement and ongoing collaboration.