Director of Development and Communication Position Description

The Theater Offensive (TTO) seeks a dedicated Director of Development and Communications (DDC) who will hold a key leadership position in an innovative, growing, queer cultural organization, tightly focused in Boston’s neighborhoods. TTO also plays a leadership role in national cultural organizing and dialogue. The successful DDC candidate will have at least 5 years of experience leading fundraising efforts in a non-profit organization. The candidate will also have strong aptitude for connecting communities across race, sexuality, gender, and class.

The Theater Offensive is an equal opportunity employer. People of Color, members of the LGBTQ community, people with disabilities, trans, gender non conforming and women-identified candidates are highly encouraged to apply.

About The Theater Offensive

The Theater Offensive is a social change organization focused on queer and trans people of color (QTPOC) and their allies that uses theater and the creative process as a cultural organizing tool. Founded in 1989 by a group of artist-activists, TTO grew out of a queer street theater troupe in Boston. Throughout its history, TTO has used bold art to challenge the status quo and help LGBTQ individuals break through personal isolation. TTO is at a pivotal moment in its history, with new shared organizational leadership, a new staffing structure, a new mission, and a new strategic plan.

This is a great moment of discovery and the organization is looking for candidates interested in creating a QTPOC organizational culture that centers our 5 core values: OUTness, Design Justice, Shared Power, Youth Leadership, and Experimentation and Innovation.

The next few years of our strategic plan focuses on research, discovery, planning, transformation, and legacy. The new mission will guide the organization forward: to present liberating art by, for, and about queer and trans people of color that transcends artistic boundaries, celebrates cultural abundance, and dismantles oppression.

Position Description

The Director of Development and Communications (DDC) reports to the Producing Co-Executive Director, Harold Steward. The (DDC) plays a key administrative role in helping The Theater Offensive achieve its fundraising and communications goals. This includes overseeing and managing fund development, communications, and operations for TTO. The DDC is responsible for duties pertaining to all TTO development efforts, including both annual fundraising efforts and a capital campaign, now in its quiet phase. In collaboration with the Development and Communications Coordinator, Development Associate, and consultants, the DDC will also play a leadership role in our annual strategic planning process, take on additional related projects, and recommend strategies to enhance fundraising, marketing, and communication.

The successful candidate will bring a strong interest in the mission of The Theater Offensive and an entrepreneurial spirit that will help to fulfill it.
Abilities and Qualities:

● Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities will be considered.
● Track record of success in building fundraising programs and achieving annual fundraising goals;
● Capital Campaign experience;
● Experience in cost-effectively managing fundraising events and programs;
● Proven ability to maintain poise and to manage multiple assignments efficiently;
● Must be a strong writer;
● Articulate and willing to serve as a public figure for the organization;
● Ability to build partnerships and gain consensus with co-workers, volunteer leaders and peers;
● Highly organized and detail-oriented;
● Strong computer skills, including proficiency with Microsoft Office Suite, CRM databases, and social media;
● Track record of successful supervision of staff and volunteers

ANNUAL FUND

Creating, maintaining and executing TTO’s development calendar, including:
● Setting goals in each contributed-income category for $1.5M+ organizational budget
● Managing Annual Fund mailings/e-communications schedule
● Tracking grant deadlines for foundations and government sources
● Working with Development team to delegate distribution of grant responsibilities; write and produce grants as appropriate
● Review all grants prior to submission
● Cultivating corporate partnerships
● Overseeing, managing, and scheduling cultivation and fundraising events
● Ensuring timely stewardship of gifts

Managing the TTO development database, including:
● Ensuring the accuracy of all donor records
● Utilizing donor data to make informed decisions about cultivation strategy
● Creating and running reports on a regular basis
● Tracking progress against development goals

Supporting TTO leadership in their development efforts
● Creating and circulating materials for Board meetings
● Drafting correspondence
● Assisting with research and coordinating the submission of proposals
CAMPAIGN WORK

Providing support for volunteer and board committees
- Sending reminders of committee meetings, serve as a staff liaison of the Board’s Development committee
- Coordinating logistics of meetings – space, food, etc.
- Attending meetings when necessary
- Coordinate meeting follow up

Campaign materials
- Collaborating with team to create all Campaign collateral
- Maintaining and creating action plans for Campaign prospect lists
- Ensuring timely and appropriate stewardship

Campaign Cultivation Event Coordination
- Coordinate invitation mailings
- Coordinate event logistics
- Coordinate event follow up

Other qualifications include the ability to:
- Work independently on specific projects
- Communicate effectively with donors and volunteers
- Cultivate and maintain positive relationships with TTO staff and community members
- Effectively advocate for the mission of TTO

COMMUNICATIONS

- Prepare and implement a communications and marketing plan that incorporates social media, paid and earned media, direct mail and advertising to increase public awareness about TTO.
- Work with staff to maintain a visually appealing and user-friendly website, Facebook and Instagram accounts and monthly e-newsletters that promote TTO programs and events.
- Conduct outreach to media contacts with focus on securing media opportunities.
- Represent and advocate for TTO with media and community groups, acting as a spokesperson to diverse audiences.
- With staff, set the direction for a coherent public identity and message.
- Educate supporters and the public on the mission and programs of TTO
- Enhance existing relationships and explore additional opportunities with key partners (e.g. other arts organizations) to further TTO’s program offerings
- Assume leadership in the Massachusetts cultural community
- Mentor other staff in areas of outreach and advocacy, through modeling and supervision
- Attend selected board meetings and committee meetings
Produce an annual report at the conclusion of each fiscal year.

The candidate for this position will be highly organized, detailed oriented and have the ability to work competently and efficiently in a multi-task environment. They must have a firm knowledge of grammar, spelling and punctuation, with the ability to accurately proofread and edit correspondence.

They must be willing to work occasionally during evening and weekend hours. Strong interpersonal skills, excellent phone manners and personal presentation are extremely important, as is the ability to work independently as well as collaboratively on a team. This position will supervise two full time staff members, as well as consultants and interns within the department.

**Application Deadline:** February 17, 2020  
**Start Date:** April 1, 2020 (tentative, can be negotiated)  
**Position Type:** Director Level, Full-Time, Exempt  
**Compensation:** $75 - 80K, commensurate with experience

**Benefits:** Health insurance, retirement plan, paid vacation, holiday, sick & personal time and additional paid time off last week of the year, flexible summer schedule. Opportunity to join staff-created affinity groups/employee resource groups. Access to monthly lunch meetings for non-profit financial professionals.

**How to Apply:** Resumes will be reviewed as they are received. Candidates are strongly encouraged to submit their materials as soon as possible. Interested candidates are invited to submit a resume and a cover letter (Microsoft Word or PDF Format), where you learned of the position, and a description of how your qualifications and experience match the needs of TTO. Please submit materials via email to apply[at]thetheateroffensive.org with the subject line “Director of Development and Communication” by Feb. 17, 2020. All submissions are confidential until the finalist round. Please DO NOT call or drop in.