

Title: Development and Fundraising Consultant
Job Status: Contract Basis
Reports to: Producing Artistic Director

About Bridge Repertory Theater

We are a 501c3 nonprofit performing arts organization with a mission to connect actors to audiences, artists to artists, and the theatre to our city. Founded in 2012 by a group of six artists / entrepreneurs, all under the age of 30 (at the time!), we quickly emerged as a new and exciting player in the arts scene of greater Boston. With just \$10,000 in start up money, we went on to produce fourteen fully realized mainstage productions in our first four years, curating a wide range of work under the auspices of two core values: 1) hire the very best actors possible, and 2) give audiences unprecedented access to those actors via unique, intimately staged productions, innovative outreach, and tiered ticket pricing. Now entering our fifth year, we are undertaking a ground breaking residency at the Multicultural Arts Center in East Cambridge, where we will develop an unprecedented world premiere called *Dark Room*, written by living playwright George Brant, with movement design by Doppelgänger Dance Collective, and featuring an epic cast of 20 – 30 women.

Our goals include: extending the one-year residency into a longer-term relationship with the Multicultural Arts Center, where we'll pursue two large-cast productions each year, as well as two one-off performance events; increasing our operating budget from \$100,000 / year to \$500,000 / year (or more) by our tenth year; establishing a core company of resident Playmakers who live and work in Cambridge; innovating audience access and engagement; developing educational programming.

Role Overview

In the arts/nonprofit sector, philanthropy is the catalyst that transforms ideas into acts of impact. The Development and Fundraising Consultant (DFC) will play a critical role in ensuring that Bridge Rep has the financial means to produce world class theater rooted in top notch acting, pay its workers a living wage, and foster unparalleled audience access and engagement.

Reporting to and in partnership with the Producing Artistic Director (PAD), the Development and Fundraising Consultant (DFC) will spearhead fundraising and development efforts for Bridge Repertory Theater in a manner consistent with the pursuit of the organization's goals. In taking on this new position within the organization, the DFC will have the opportunity to create and innovate a strategic development function to grow individual, major, and planned giving.

Job Responsibilities:

- Develop a campaign plan for near-term development which includes securing \$100,000 in support of Year 5 and \$250,000 in support of Year 6.
- Develop a campaign plan for long-term development to support Years 7 and beyond, with the goal of \$500,000 minimum in annual donations by Year 10.
- Campaign plans will include detailed structure and timetables needed to complete solicitations of current and lapsed donors; and attract new individual, corporate, and foundation prospects.
- Conduct prospect identification for Grants or Foundation gifts and complete applications for gifts as needed.

- Identify corporate underwriting and sponsorship opportunities based on past experience, prospect contribution guidelines, and the degree to which recognition and credit for support is desired.
- Identify individual donor prospects and determine appropriate asking strategies and donation amounts with the goal of establishing a large sustained base of annual individual donors.
- Maintain clear and complete giving records and ensure timely acknowledgments of gifts received at all levels. Create clear acknowledgment plan for various levels of giving and provide guidance around maintaining relationships with major donors.
- Regularly produce progress reports and tracking summaries for Artistic Director. Reports should include forecast details and objective evaluation of the giving program.
- Work in coordination with marketing / audience development specialist for any campaign-related marketing and publicity plans.
- Hold all organizational information, including donor records, in strict confidence.

Professional Qualifications:

- A bachelor's degree or equivalent experience
- Five or more years' experience in non-profit arts fundraising
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of strategic future to PAD, board and donors
- Ability to interface and engage diverse volunteer and donor groups
- Other duties as assigned by the PAD and Board of Directors.

Compensation + Dates of Contract:

Contractor fee commensurate with experience and other qualifications.

Target start date: 15 July 2017, minimum one year commitment.

To Apply:

Email cover letter and resume to Producing Artistic Director, Olivia D'Ambrosio, at olivia@bridgerep.org.