Director of Development

**JOB DESCRIPTION**

**Job Title**  
Director of Development

**Hours & Location**  
Full time; hybrid

ArtsBoston staff is currently working remotely, with full team in-person meetings at least once per month. Our goal is to transition to a hybrid work environment within the next year. In addition to regular in-person meetings with ArtsBoston staff, the Director of Development will be expected to meet in person with ArtsBoston funders, members, and other key stakeholders, and to have a regular presence at arts and culture events across Greater Boston.

**Salary & Benefits**  
$80,000 - $90,000

ArtsBoston offers a comprehensive benefits package including 100% medical insurance, 100% dental, generous PTO, an FSA plan, life insurance, long-term and short-term disability, and a 401k retirement savings plan PLUS frequent opportunities to attend arts performances and events. We encourage and support participation in professional development opportunities, including conferences, trainings, and other skill and experience building offerings.

**Reports To**  
Executive Director

**Position Summary**  
ArtsBoston, Greater Boston’s largest nonprofit arts service organization, seeks a dynamic and entrepreneurial Director of Development to lead fundraising efforts in support of ArtsBoston’s programs, strategic plan, and mission. The Director of Development cultivates and maintains relationships with key decision-makers; plans and executes proposals to corporate, foundation, and government funders; develops and deploys annual appeals and individual giving strategies; and serves as a thought partner to ArtsBoston’s Executive Director, staff, and board to increase overall contributed revenue in accordance with ArtsBoston’s strategic goals. ArtsBoston’s current revenue is a mix of earned and contributed income. ArtsBoston funders are primarily institutional funders (corporate, foundation, and government), with significant opportunity for a Director of Development to grow individual giving.
The Director will support the implementation of ArtsBoston’s new strategic plan for FY24 and FY25 and will play a key role in developing ArtsBoston’s next five-year strategic plan.

**DUTIES AND RESPONSIBILITIES**

- Thought partnership with ArtsBoston’s executive director, staff, board, and consultants with regard to strategic positioning of ArtsBoston with local, regional, and national institutional funders, partners, and individual donors.
- Ongoing research and relationship cultivation to maintain an awareness of funding opportunities and priorities of local, regional, and national funders and their key decision makers.
- Partnership with executive director and board to cultivate relationships with existing and new funders.
- Development of an annual fundraising workplan and comprehensive grants calendar to track deadlines, progress, and outcomes for a robust portfolio of institutional funders.
- Grant writing, budget development, and project management for identified corporate, foundation, and government funding opportunities. Grant writing responsibilities may include supervision of external contractors.
- Writing and submission of interim and final grant reports, including liaison with program staff to gather information needed on an ongoing basis.
- Prospect research to identify new funding opportunities.
- Development and implementation of strategies for individual and board giving, including annual appeals, digital and web appeals and giving opportunities, and email communications.
- Assessment of ArtsBoston’s resource development infrastructure needs, including data systems, moves management, staffing, and other components.

**KNOWLEDGE & EXPERIENCE**

- 5-7 years’ experience working in fundraising or related field
- Excellent verbal, writing, and editing skills with a demonstrated ability to express ideas clearly and concisely
- Strong research and analytical skills and attention to detail
- Ability to manage multiple projects and prioritize, manage and meet deadlines effectively, and maintain confidentiality
- Ability to learn quickly, collaborate, work independently, and take initiative
- Creative mindset and capacity to innovate
- Knowledge of and passion for Greater Boston’s varied performing and visual arts communities
- Existing relationships with Boston-based funders and/or arts organizations a plus
**TECHNICAL SKILLS**

- High proficiency in grant writing and generation of funder reports
- Experience with budget development and financial reporting
- Proficiency with Microsoft Office Suite
- Experience with CRM technology
- Experience with Mailchimp or other email platform
- Experience with web and/or graphic design tools a plus

**HOW TO APPLY**

Submit your cover letter and resume to clairew@artsboston.org with Director of Development in the subject line. The resume should feature experiences relevant to the requirements of this position. No phone calls please.

ArtsBoston is an Equal Opportunity Employer. We are committed to hiring individuals who reflect the diversity of Greater Boston and encourage individuals who identify as BIPOC, women, LGBTQ+, people with disabilities, and of other marginalized identities to apply. Local candidates are preferred; relocation expenses will not be covered. ArtsBoston does not provide visa sponsorship. If you feel you have strong qualifications but do not meet all of the requirements listed above, please apply.

**ABOUT ARTSBOSTON**

Founded in 1975, ArtsBoston is Greater Boston’s largest nonprofit arts service organization, serving dance and theater companies, musical ensembles, performing arts presenters, museums, and other cultural entities. Our award-winning programs engage over 100 member organizations, serve over 500 arts administrators and artists of color through the Network for Arts Administrators of Color, Boston (NAACBoston), and reach more than 1 million arts consumers each year.

ArtsBoston’s membership ranges from large institutions to smaller, community-based groups; 60% of our members have annual budgets under $500,000. NAACBoston was established at ArtsBoston in 2016 to widen the leadership pipeline and enhance the visibility of professionals of color in Greater Boston’s arts & culture sector. ArtsBoston’s marketing expertise, professional development, and research insights foster the growth of an equitable and inclusive arts community in Greater Boston, one that welcomes and represents everyone.

**EQUITY & ACCESS**

Equity & access are core commitments interwoven into everything we do at ArtsBoston. An equity emphasis seeks to render justice by deeply considering structural factors that benefit some social
groups/communities and harm other social groups/communities. Sometimes justice demands, for the purpose of equity, an unequal response (Source: YWCA, “Our Shared Language: Social Justice Glossary”).

We recognize our part in the collective responsibility to foster an arts community in Boston that is inclusive of individuals with disabilities, including staff, partners, artists, and members of the public. We are continually improving the resources and accommodations that we offer, to ensure that everyone in our community can participate in arts programming with dignity, comfort, and independence.

ArtsBoston aims to cultivate a staff and board culture that fosters a sense of belonging for all, grows individual and collective cultural empathy; and attracts people who are excited about helping ArtsBoston deepen its impact across diverse communities in Greater Boston.