Job Description:
Development Manager

Playwrights Foundation, a center for new play development that supports, empowers, and centers playwrights, is looking for a part time Development Manager to work closely with the Executive Artistic Director (EAD) to manage our fundraising efforts. Playwrights Foundation is located in San Francisco, on the traditional lands of the Ramaytush Ohlone people.

The Development Manager will partner with the EAD and other staff on developing and implementing fundraising structures and processes to support building relationships with donors, funders, and other various stakeholders. The ideal candidate would have 2+ years experience in fundraising and development.

Primary Job Duties:

- Oversee and partner with EAD on fundraising strategies
- Work with team to develop and execute consistent communication to cultivate and grow donor base
- Manage donor administration activities including development calendar, drafting donor reports, donor database entry, updates, invitations, thank you letters, and other materials
- Draft and edit funder proposals in partnership with EAD: assist in managing the proposal development process, strategy on approach, tracking opportunities, managing timelines and providing follow-up
- Conduct prospect and foundation research
- In partnership with communications staff & EAD, develop online fundraising strategies, campaigns and calls to action for online mobilization, outreach and small-donor fundraising
- Implement and monitor metrics for goals and analysis of fundraising and constituent mobilization campaigns
- Support 2-3 fundraising events per year
- Support Board fundraising efforts, development, and communication as needed
- Oversee volunteers interested in Development, if necessary

Seeking the following Qualities:

- Dedicated to diversity, inclusion, equity, access and anti-racism
- Eagerness to learn and contribute to a small team
- Values focused
- Relationship Centered
- Collaborative
- Resourceful
- Observant and intuitive
- Proactive problem solver
- Detail-oriented
- Self-starter, dynamic and able to thrive in a small but active environment
- Ability to work independently and remotely with a diverse team

Qualifications
- Demonstrated excellence in organizational skills and attention to detail; ability to help drive time-sensitive projects to completion and manage competing priorities
- Strong storytelling and writing skills, grant writing experience a plus
- Able to communicate effectively and diplomatically with patrons and other stakeholders
- At least 2 years experience in development and fundraising for a nonprofit organization
- Proficiency in CRM databases, especially Salesforce or PatronManager, is a plus
- Demonstrated analytical and critical thinking skills. Ability to use good judgment, take initiative and make recommendations in resolving problems and provide guidance to staff
- Good technical skills, experience with Google Suite a plus
- Proficiency in Microsoft Office

Hours & Schedule
For immediate Hire mid-February 2022. Year round, part time employee with an avg of 15 hours per week for roughly 780 hours per year. Hours fluctuate according to projects and deadlines with up to 30 hours during the Bay Area Playwrights Festival for July-early August. Occasional evening and weekend work required to support events. **Work will primarily be remote with necessary in person support for events so must have Bay Area housing.**

Compensation
- Recommended hiring wage of $20-24/hour, offer commensurate with experience; hire anticipated at mid-range
- Half time holidays for a total of 5.5 days of paid holidays per year
- Sick Benefits
- Pre-tax commuter benefits
- Flexible schedule

How to apply
Visit our application portal at [this link](https://www.playwrightsfoundation.com). Click on the appropriate job link and submit a cover letter, resume, and references to the attention of Jessica Bird Beza, Executive Artistic Director. **Interviews will be held on a rolling basis through February 18th, 2022 or until the position is filled.**

At Playwrights Foundation, we celebrate diversity and seek to uphold inclusive and anti-racist practices. We are an equal opportunity employer and encourage applicants of all race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity or Veteran status to apply.