

<b>Job Title:</b>	Development & Engagement Manager	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Development/Administration	<b>Reporting to:</b>	Managing Director
<b>Level/Salary Range:</b>	Management, \$45,000 - \$50,000 annual salary	<b>Position Type:</b>	Full- Time, exempt employee 40+ hours per week

**Job Description:** The Development & Engagement Manager leads the analysis, planning, execution, and evaluation of, community outreach, fundraising & special events efforts; builds strategic relationships within the community; conducts outreach activities; serves as lead management for MET's contributed income initiatives, manages the volunteer program, and serves as liaison to the Fundraising committee.

## ROLE AND RESPONSIBILITIES

### I. FUNDRAISING

- Creates a diversified annual fundraising plan in alignment with MET's strategic plan;
- With support from the Managing Director, prospects, writes, and manages all grant funding opportunities.
- Conducts activities related to establishing and managing giving campaigns, special event planning, sponsorship, ad sales, and fundraising activities;
- Ensure visibility and a presence at third party events & opportunities through volunteer staffing and maintenance of appropriate collateral materials for distribution;
- Assists the Managing Director in the cultivation, solicitation, and stewardship of individual donors, businesses;
- Develops and directs a program for the cultivation, solicitation, and stewardship of private foundations;
- Maintains records within the donor management and ticketing system: Maintains, creates, pulls reports & mailing lists from donor management/ticketing system;
- Oversees all donor management activities, i.e., Sends donor letters and end of year tax letters & maintain and proof for accurate donor levels in Playbills, etc.;
- Maintains accurate records and provides regular reports on goals in the fundraising plan; and
- Oversees the Special Events & Ad Sales Coordinator.

### II. COMMUNITY OUTREACH

- Executes outreach initiatives in alignment with Strategic Plan and budget;
- Develops plan to recruit, train, and utilize volunteers;
- Attends relevant community meetings; participates in relevant councils and committees;
- Fills all volunteer opportunities/ efforts, including, but not limited to, poster distribution, event tabling, etc.
- Maintains relationships with community partners and cultivates new ones;
- Coordinates & leads all special events, including donor appreciation,, Retro Prom, volunteer appreciation, Production Openings, and Donor/Subscriber Benefit events such as talkbacks, First Look, etc.;
- Register or acquire space for any outside events (Prom, Festival of the Arts, Pride); and
- Serves as the Liaison to the Fundraising Committee.

### III. OTHER DUTIES

- Assists the Audience Services Manager with subscription benefits program execution;
- With Audience Services Manager (ASM), coordinate volunteer orientation/training events; and
- Provide additional phone, box office coverage, & administrative duties as needed/time allows.

**PREFERRED SKILLS**

Knowledge in donor management and ticketing software, Excel, Microsoft Office Suite preferred. Excellent Customer Service & Communication Skills. Special event, project, and employee management experience required.

**BENEFITS:**

- Salary range: \$45,000 - \$50,000 annually
- After 90 days of employment, employees are entitled to unlimited leave/PTO not to exceed 10 consecutive days unless approved by the supervisor and in accordance with the employee handbook.
- Simple IRA, with up to 3% employer match on eligible compensation;
- MD State Arts & Entertainment District Artist Income Tax Subtraction Modification, with 502AE tax form annual filing;
- 50% employee class and camp discounts; and
- 2 comps to each MET production.

**ADDITIONAL NOTES**

Work Hours: Office hours generally M-F 9am to 5pm, with additional required evening and weekend work events/meetings, etc: Reasonable autonomy regarding office hours worked, so long as required events meetings are attended; deadlines are adhered to & hours are proactively communicated/coordinated appropriately.

**To APPLY:**

Submit a cover letter and resume with a summary of demonstrable accomplishments to [employment@marylandensemble.org](mailto:employment@marylandensemble.org). Please format the subject line as "Last Name, First Name - Development & Engagement Manager". For questions or general inquiries about this job opportunity, please contact Melynda Burdette Wintrol, Managing Director, at [employment@marylandensemble.org](mailto:employment@marylandensemble.org). For best consideration, apply by April 1, 2025.