



## Development Manager

### Job Description

#### Job Summary

The Coolidge Corner Theatre Foundation is seeking applications for the full-time position of Development Manager to join our growing development team. Reporting to the Associate Director of Development, this position will provide support for all Coolidge Corner Theatre (CCT) fundraising initiatives, with a primary focus on overseeing and executing our annual fund and membership programs.

The ideal candidate will have a minimum of 2 - 3 years experience working in development for a nonprofit arts organization and the ability to identify potentially untapped opportunities for our film-arts organization to strengthen membership and individual giving.

#### Our Top Candidate Will Be

- **An all-around fundraiser:** You have worked across a range of fundraising disciplines, from managing development databases, to supporting major gift work, to executing annual appeals, to preparing for board meetings. You are comfortable with what it takes to meet our fundraising goals and driven to meet them.
- **An Entrepreneur:** You are a hands-on practitioner, but can anticipate the needs of the department and provide senior staff with what they need to be successful.
- **Outgoing:** You understand the need for personal relationships in the development office. You are eager to work with our board and volunteers, helping to ensure their success with our fundraising efforts.
- **Strategic:** You're on the ball, and understand what it takes to keep our annual development calendar on track. You aren't afraid to "manage up" and make suggestions about how to improve operations.
- **Detail oriented:** You are a stickler for accuracy, and take pride in producing work that reflects the level of excellence expected of every staff member at the Coolidge.
- **Collaborative and flexible:** You understand and appreciate the rhythm of a fast-paced nonprofit, where staff members are always willing to pitch in for special events and unexpected challenges.

#### Primary Responsibilities

- Maintain master development calendar for annual fund campaign, membership drive, fundraising events, and other fundraising/stewardship communications.
- Coordinate annual fund campaign (both mailed and digital), including segmenting donor lists, mail merges, proposal tracking, drafting, printing, personalizing, and mailing solicitations.

- Execute membership drive; serve as primary contact for membership program; process membership applications, welcome letters and renewals; assist in analyzing and revamping membership levels and benefits.
- Analyze data captured in our databases and produce reports to help implement innovative and effective approaches to retaining, engaging, and recruiting members and annual fund donors.
- Assist in writing compelling copy for digital e-blast and social media fundraising campaigns.
- Assist with grant writing and management of timelines for grant applications and reports.
- Manage and grow monthly donors, tribute giving, and crowdfunding program.
- Provide research into donors and prospects as required.
- Oversee gift processing, ensure that gifts are entered into the donor database and acknowledgements are generated in a timely and accurate manner.
- Help plan, prepare for, execute, and attend development-related events.
- Other duties as assigned

### Qualifications

- Bachelor's degree preferred
- 2 - 3 years experience in a nonprofit organization fundraising environment
- Strong computer proficiency and familiarity with donation management systems (e.g. DonorPerfect)
- Excellent organizational and time management skills, exceptional attention to detail
- Ability to work in a fast-paced, team environment and to carry out projects independently, managing multiple deadlines and using own initiative
- A firm knowledge of English grammar, spelling and punctuation, with the ability to accurately proofread and edit correspondence
- Proficient in Google Suite, Excel, Word (e.g. mail merges), PowerPoint
- An enthusiasm for film and the Coolidge's mission
- Desire to pursue a career in development or cultural management

### Salary Range

\$50,000 - \$55,000

The Development Manager is a full-time position with the opportunity to grow professionally. The Coolidge office has a flexible work schedule; some evening and weekend work is required. Benefit package provided, including medical, dental and 403(b) retirement plan, paid holidays, and paid vacation on a graduated scale based on years of service.

### How to Apply

The Coolidge seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter and resume to [development@coolidge.org](mailto:development@coolidge.org) with "Coolidge Development Manager" in the subject line. No phone calls please.

The Coolidge Corner Theatre Foundation, Inc. ("the Coolidge") provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex,

national origin, age, disability or genetics. In addition to federal law requirements, the Coolidge complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, leaves of absence, and compensation.

#### About the Coolidge Corner Theatre

The Coolidge Corner Theatre is a nonprofit film and cultural institution located in Brookline, MA whose mission is to entertain, inform, and engage — building a vital community through film culture. The Coolidge is highly regarded as the premier art house cinema in New England and a cultural and community asset in Greater Boston, has a membership base of over 4,000 and serves over 225,000 patrons annually. In addition to screening first-run independent films, the Coolidge offers a wide variety of special programs and events, including community discussions, and collaborates with a myriad of other organizations.

In June 2021, the theatre announced [The Campaign for the Coolidge](#), a \$12.5 million expansion project that will add 14,000 square feet to the existing building, including two new, state-of-the-art screens and a new Community Education and Engagement Center. Construction commenced in November 2021, and is expected to take 12 - 13 months to complete.

Effective August 24, 2021, the Coolidge Corner Theatre requires ALL staff be vaccinated against Covid-19 in order to be employed at the Coolidge. This includes office, projection, and box office staff. The Coolidge continues to require proof of Covid-19 vaccination or a negative PCR test (within 72 hours) from all attendees. Masks are required upon entry and must remain in place unless eating or drinking while seated. Earlier this year, the theatre upgraded its HVAC system with UV light, high-MERV filters, and Continuous Infectious Microbial Reduction (CIMR) Technology. For detailed information about our Covid-19 health and safety guidelines, please visit [coolidge.org/safety](http://coolidge.org/safety).

#### Commitment to Equity, Diversity and Inclusion

Guided by our mission to “entertain, inform and engage by building a vital community through film culture”, we at Coolidge Corner Theatre believe we have a collective opportunity to transform the way people see the world through film. On screen and throughout our programming we have an opportunity to understand ourselves and the world around us more deeply; to uplift the voices of all races, ethnicities, gender identities, economic statuses, and abilities; and envision the changes we wish to see in our society. As devoted film lovers, we must engage authentically and deeply in conversations about our humanity and push ourselves to recognize injustice around us.

The Coolidge Corner Theatre has embarked on a strategy ensuring that the theater is committed to addressing equity in our governance, staffing, programming, and operations. This will be an ongoing process at the Coolidge, as we thoughtfully integrate this change into our broader vision and strategy for our expanded theatre footprint both virtually and physically.

#####