

# Philanthropy Officer

DEPARTMENT: **Development**  
REPORTS TO: **Director of Development**

CLASSIFICATION: **Exempt**  
SALARY RANGE: **starting at \$55,000**

## JOB SUMMARY

Everyman Theatre seeks candidates for the new position of Philanthropy Officer. The Philanthropy Officer reports to the Director of Development and is a collaborative member of the Development Department, along with the Individual and Institutional Giving Managers. This position will play a critical role in increasing donor support from major donors (defined as those giving a gift of \$1,000+ in support of the theatre) and will be responsible for maintaining current and developing new corporate partnership opportunities for the theatre.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Major Gift Donor Relations Management

- Maintain and actively expand a personal portfolio of major gift donors, as well as current donors and prospects that have the capacity to give at the major level or higher.
- Serve as the primary relationship manager for this portfolio of donors and prospects, developing and implementing a written donor strategy and relationship record of all interactions.
- Manage the portfolio of major gift donors through face to face cultivation, solicitation, stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation, and stewardship.
- Support the fundraising efforts of the Director of Development, Managing Director, and Artistic Director including sponsorships and major support for annual fundraising events.
- Work with the Individual Giving manager to screen and prep profiles of current and prospective donors; establish and refine benchmarks for department research processes as needed.
- Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.

### Corporate Partnerships

- Review existing strategies for institutional giving and help develop new strategies to strengthen individual relationships with donors through one-on-one meetings, occasional cultivation events, and specific written or electronic communications.
- Prepare, solicit, and secure sponsorship requests for mainstage productions, education programming, and special events in collaboration with the Corporate Sub-Committee.
- Coordinate with departments across the organization to solicit in-kind corporate sponsorships with current and new vendors.
- Create and manage fulfillment of benefits in coordination with the Marketing Department for corporate donors, including ticket requests, event coordination, and sponsorship receptions.

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**VINCENT M. LANCISI**  
*Founder, Artistic Director*

**MARISSA LAROSE**  
*Managing Director*

315 W. Fayette St.  
Baltimore, MD 21201  
410.752.2208  
everymantheatre.org

### EXECUTIVE COMMITTEE

W. Bryan Rakes, *President*  
Lisa Harris Jones, *Vice President*  
Colleen Martin-Lauer, *Vice President*  
Meadow Lark Washington, *Vice President*  
Chris DiPietro, *Secretary*  
Eileen M. O'Rourke, *Treasurer*  
Vic Romita, *Immediate Past President*

Allyson Black Woodson  
Edie Brown  
Jean Waller Brune  
Jenny Pena Días, Ph.D, M.S., MPH  
Susan W. Flanigan  
Kaylie Kassap George  
Marci I. Gordon  
W. Robert Hair  
Mark P. Keener

Martha M. Kirkland  
Sandy Laken  
Vincent M. Lancisi  
Mark Paul Lehman  
Jennifer Litchman  
Dr. Stanley Miller  
Susan Nehra  
Mark Pollak  
Dorothy H. Powe

E. Lee Robbins, M.D.  
Drew Tildon  
Dawn Ursula

- Conduct prospect research for new corporate donors in collaboration with the Corporate Sub-Committee.
- Provide relevant information on corporate contacts and giving priorities to the Managing and Artistic Directors to maximize their opportunities to interface with these donors.
- Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.

## QUALIFICATIONS

The successful candidate for this role will have the energy, enthusiasm, and desire to make a real difference in the Theatre's fundraising efforts and to both increase the number of and deepen the current, existing donor relationships.

### Required

- A minimum of three (3) years increasingly responsible development experience.
- Eagerness to grow as a fundraising professional and willing to tackle opportunities and special projects as needed.
- Demonstrate superior organizational skills, ability to self-direct, attention to detail, the ability to meet deadlines.
- Have the maturity, humor, and character to support a team, leading when necessary and being led when appropriate.
- Proficient in Microsoft Office and Google Workspace.
- Ability to communicate clearly and effectively with individuals.
- Flexibility to adjust schedule as needed for support at events, which frequently occur on evenings and weekends.

### Preferred

- Bachelor's degree or equivalent work experience in related field.
- Previous experience with PatronManager and emma (email marketing software).
- Ability to conceive, plan, and execute fundraising programs, including major gift campaigns, stewardship events, and corporate giving campaigns.
- Excellent critical thinking, strategic planning, and problem-solving skills.
- A background and/or interest in theatre.

This position is full-time and requires occasional off-peak hours for evening meetings and events. Everyman Theatre offers an extensive benefits package including 100% medical, dental, and vision insurance coverage as well as life insurance and paid time off to include vacation, holiday, sick, and personal days. Everyman seeks a broad spectrum of employees and is strongly committed to a diverse, inclusive, and equitable work environment. We encourage applicants from populations underrepresented in the theatre field, and applicants without theatre backgrounds, to apply. Everyman Theatre is an equal opportunity employer.

Please submit resume, brief cover letter, and 2 references to [samoore@everymantheatre.org](mailto:samoore@everymantheatre.org).

## ABOUT EVERYMAN THEATRE

**Everyman is a professional theatre celebrating the actor, with an award-winning Resident Company of artists from the Baltimore/Washington, DC area.** The theatre is dedicated to



engaging through a shared experience between actor and audience seeking connection and emotional truth in performance. Everyman is committed to serving Baltimore through its robust Education and Community Engagement Programs including the High School Matinee Program and Lifelong learning initiatives, having served ages ranging from 3 to 93. Everyman CARES (Committee on Anti-Racism, Equity, and Solidarity) is an active committee of Staff and Board dedicated to reviewing all facets of the organization and implementing meaningful change.

**With an annual budget of about \$4.5million,** Everyman’s robust theatrical offerings and innovative education and community programming engages audiences and students of all ages with the mission to be a theatrical home for all.

**Everyman Theatre’s core values are People, Community, and Excellence.** The organization is deeply committed to cultivating an atmosphere in which every individual is valued and to fostering a diverse and inclusive environment at every level. Everyman Theatre is proud to be an equal opportunity employer (EEO) and is committed to providing employees with a work environment free of discrimination and harassment of any kind. All employment decisions at Everyman are based on business needs, job requirements, and individual qualifications. Every application will receive equal consideration without regard to race, color, religion, gender identity, familial or parental status, sex, national origin, disability, age, veteran status, or genetics.

