



SHAKESPEARE IN DELAWARE PARK

Shakespeare in Delaware Park seeks Business Development Manager

Salary: \$40,000 - \$50,000 annually, based on experience, credentials, and volume of responsibilities.

This is an on-site position; 40 hours/week with core hours Monday through Friday 9am-5pm.

ESSENTIAL RESPONSIBILITIES

- Take a leading role in soliciting corporate donations, sponsorships, and individual donations.
- Research expansion of existing programs and grant opportunities, and preparation of grant applications.
- Attend performances and special events as company liaison to manage and ensure a safe and enjoyable experience for staff, patrons, and artists.
- Work with SDP Board and leadership on coordinating development efforts, setting and forecasting revenue goals, and campaign execution and analysis.
- Review member/donor/audience satisfaction and follow-up with clients after events for feedback and sharing with staff to improve customer service.
- Preparing marketing materials. Project management of donor communications and mailings. Oversee donor acknowledgement process.
- Use, update, and maintain various software packages (Microsoft Office, QuickBooks, Donor Software – Network for Good, Google docs, Paychex).
- Assist with website and social media activities, process merchandise and membership purchases, and perform daily clerical tasks.
- Budget writing and financial acumen.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or relevant experience preferred.
- Experience working in a nonprofit environment preferred, performing arts field is helpful.
- The proven ability to understand, analyze, and interpret complex challenges. Is a problem solver.
- Minimum of 1-year administrative experience preferred. Proficiency in Microsoft Office, Google Docs.
- Experience with QuickBooks, Paychex, and Donor Software – NFG.
- Excellent writing, editing, communication, and organization skills.
- Ability to manage multiple projects and respond to emerging priorities.
- A deep appreciation of the mission and constituency SDP serves.

To Apply: Interested candidates should submit a resume, cover letter and three references with names and contact information to mgmt@shakespeareindelpark.org. Applications should be received no later than February 9, 2024.

About Shakespeare In Delaware Park: SDP is a nonprofit professional theatre company that provides free, high-quality public theatre to enrich, educate and entertain diverse audiences through the works of William Shakespeare. Our annual festival reaches 45,000 theatregoers through performance, education, and community outreach. With 28% of city residents living in poverty, SDP is an invaluable asset to families lacking the resources to actively participate in many of the region's cultural offerings.

SDP is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. SDP seeks to recruit, develop, and retain the most talented people from a diverse candidate pool.