Development Manager

Schedule: Full-Time, 40 hours/week
Reports To: Executive Director
Supervises: none
Salary Range: $50,000-60,000/annually, based on experience

Job Summary

The Development Manager is responsible for the day-to-day planning, coordination and management of the organization's fundraising program, including the theater's Centennial campaign. Working closely with the Executive Director, the role supports organizational and volunteer leaders in prospect strategy, builds the donor pipeline, drives donor engagement and stewardship, and reports on fundraising progress.

Beyond the campaign, the Development Manager leads the annual fund, foundation and corporate giving, donor stewardship and events, and the systems that support them. The role also lays the groundwork for a legacy giving program. This is an ongoing position that continues after the campaign and grows the organization's long-term fundraising capacity.

Essential Responsibilities

Campaign Management

- Sequence and drive activity for a robust portfolio of campaign prospects, and develop cultivation, solicitation and stewardship strategies with senior leadership.
- Continually refine the annotated table of gifts and master prospect pipeline.
- Ensure thorough research, objectives and talking points for every campaign meeting, and prepare bespoke solicitation materials for volunteers and staff.
- Coordinate campaign events and tours, including planning, execution and follow-up.
- Drive campaign correspondence, including case materials, brochures and newsletters, in collaboration with marketing and communications.
- Track and report campaign progress to leadership.

Annual Fundraising

- Plan and execute the annual giving calendar, including year-end and spring appeals, email campaigns and online giving.
- Grow membership and donor retention, with strategies to upgrade loyal donors and re-engage lapsed donors.
- Identify ticket buyers, event attendees, volunteers and program families who could become donors.
- Manage a portfolio of mid-level and major donors using moves management best practices.
- Lay the groundwork for a legacy giving program, including identifying long-time loyal donors and promoting planned giving options.

Foundation, Corporate and Government Giving

- Research and maintain a calendar of foundation, corporate and government funding opportunities.
- Write and submit grant proposals, letters of inquiry and reports on time.
- Cultivate relationships with program officers and corporate partners, including sponsorships and matching gifts.
- Track grant restrictions, deliverables and reporting deadlines.

Stewardship, Recognition and Events

- Develop and carry out donor acknowledgment, recognition and stewardship plans across all giving programs, thanking donors within 48–72 hours of a gift.
- Produce impact reports and donor communications that show how gifts make a difference.
- Plan and coordinate cultivation and stewardship events, such as donor receptions, behind-the-scenes tours and pre-show gatherings.

Systems, Data and Reporting

- Maintain accurate, up-to-date donor records in the database and ensure all activity is entered, in partnership with relevant staff.
- Oversee gift processing, receipting and reconciliation with finance.
- Produce regular fundraising reports, dashboards and forecasts for the Executive Director and Board.
- Help develop the annual development budget and track performance against goals.

- Lead regular prospect review meetings to keep the pipeline moving.

Board and Volunteer Support

- Keep Board members, campaign leadership and committees informed of key fundraising activity.
- Manage committee meetings, including scheduling, agendas, presentation materials, talking points, minutes and follow-up.
- Train and support Board members and volunteers to cultivate and solicit donors, providing talking points, materials and follow-up language, and recording activity.
- Encourage a culture of philanthropy among Board, staff and volunteers.

Qualifications

- [3–5] years of fundraising experience, ideally including annual giving, grant writing and major or capital gifts.
- Experience with donor databases or CRM systems, plus proficiency in Microsoft Office and Google Workspace.
- Strong project management skills and the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Excellent written and verbal communication skills, including persuasive writing for proposals, appeals and donor materials.
- High level of interpersonal skill and discretion in handling sensitive and confidential information.
- Ability to work effectively and professionally with donors, Board members, volunteers and staff at all levels.
- Close attention to detail and accuracy in composing, proofing and recording information.
- Demonstrated initiative and ability to work independently.
- Interest in the arts and community engagement preferred.

How To Apply:
Interested candidates should submit a letter of interest and resume to the attention of Catherine Miller, Executive Director (catherinem@mrpac.art) with the subject [FIRST INITIAL. LAST NAME: Development Manager]. No phone calls please.

Apply by:
November 30, 2026

About the Marilyn Rodman Performing Arts Center:
Located in the heart of Foxborough, Massachusetts, the Marilyn Rodman Performing Arts Center (MRPAC), is a historic performing arts venue hosting live entertainment, arts programs, and cultural events. The MRPAC's mission is to provide our community and youth with relevant, equitable, and meaningful opportunities to experience all aspects of the performing arts.

The MRPAC has a 396 seat theater, art gallery which holds small performance events for 50 people and a green room/rehearsal space.