



POSITION TITLE: Director of Advancement

SALARY RANGE: \$42,000-\$50,000 (FT) salary + benefits

THE POSITION:

Dobama Theatre is looking to hire a dynamic new team member as Director of Advancement to help lead efforts in donor engagement, audience expansion, regional visibility, and community support. Dobama is looking for a person whose principles align with Dobama's values, culture, and vision. The Director of Advancement will be an ambassador for Dobama Theatre, connecting Dobama staff and artists with supporters, engaging with audiences, and activating community partnerships with area businesses and organizations. Other specific aspects about the position will be unique to the skills, interests, and goals of the successful candidate.

HOURS/ COMPENSATION:

This is a full-time position with hours averaging 40-50 hours per week. Work can be a combination of virtual and in-person. The role includes in-person attendance at weekly staff meetings, donor conversations, community events, and mainstage performances. Some work will take place on select nights and weekends.

Full-time team members receive four weeks paid time off (PTO). These hours are for personal, vacation, mental health, and illness related needs. They do not roll over year to year and unused PTO cannot be paid in additional compensation. Standard holidays and office closures are observed for staff and are not redacted from PTO time.

Full-time team members receive optional health insurance benefits paid by Dobama Theatre. Dobama Theatre funds the entirety of baseline health coverage with an employee option to pay for expanded benefits.

POSITION RESPONSIBILITIES INCLUDE:

- Managing and increasing donor engagement including generating meetings, emails, phone calls, and in-person connections at events and performances.
- Expanding partnerships with area businesses, corporations, and community organizations including in-kind donations, sponsorships, and ads.
- Coordinating conversations and communications with members, donors, and supporters.
- Communicating with Board Members around development and advancement.
- Participating in weekly staff meetings and monthly retreats.

RESPONSIBILITIES COULD ALSO INCLUDE:

- Providing grant writing and other development support
- Providing administrative and/or operations support
- Supporting community engagement offerings and events
- Providing artistic input and collaboration as desired (e.g. – casting, season planning, programs, etc)
- Participating actively in other ways that align with the skill set of the new team member.

WORKING AT DOBAMA:

We're excited and grateful that you're interested in working with Dobama Theatre. All Dobama team members can have input into every aspect of the organization, so we invite you to bring your authentic self. Dobama team members work across projects in a system of mutual support, circular management, and consensus decision-making. Every member of the team is empowered to lead in their core responsibilities and can contribute and support all other Dobama programming as they feel comfortable.

WHAT WE'RE LOOKING FOR:

We look forward to working with someone with a passion for building new audiences, increasing Dobama's visibility, expanding community engagement, and nurturing relationships with donors and other stakeholders. Candidates with an interest in supporting the creation of exceptional theatre, arts education, engagement, and outreach are encouraged to apply. We are particularly interested in candidates with strong organization, interpersonal, public speaking, and communication skills. We're excited to welcome someone to Dobama who is dedicated to an equitable community, enjoys active collaboration, and works well as part of a team. The successful candidate should also have reliable transportation as parts of this position involve in-person meetings and attendance at events.

AN INVITATION:

Dobama actively seeks to create an environment that is safe, brave, welcoming, nurturing, and joyful for all. We invite and encourage any interested individuals to apply to be a part of Dobama Theatre leadership; Dobama Theatre is committed to Equity, Diversity and Inclusion on and off stage. In that spirit, we particularly encourage applications from interested candidates from the BIPOC, LGBTQ+, women's, disabled, and other marginalized communities. To learn more about these commitments, visit: <https://www.dobama.org/antiracism>

ABOUT DOBAMA THEATRE:

Since 1959, Dobama Theatre has been Greater Cleveland's Off-Broadway Theatre. Dobama typically produces five [mainstage productions](#) each season (September-May) which are Cleveland, Regional, American, or World premieres of important new plays. Dobama is a union, small professional theatre under the auspices of Actors' Equity Association. Dobama has a history of social justice and EDI work.

The [Young Playwrights Program](#) provides workshops, school residencies, and other resources to students in grades 1-12 to write their own plays. Part of this program is the Marilyn Bianchi Kids' Playwriting Festival (MBKPF), the oldest event of its kind in the nation. Submitted scripts are read and scored with the program culminating in a festival production of selected winning plays each June.

The [Dobama Emerging Artists Program \(DEAP\)](#), is a 4-week summer intensive in July that provides a technique-based, conservatory training model for serious high school and college undergraduate acting students. It also serves early-career designers, directors, and stage managers, offering both training and opportunity. The [Playwrights' GYM](#) is Dobama Theatre's professional playwriting unit. GYM playwrights are given various resources to help further their work. These resources include rehearsal space, collaboration with a director to assist the playwright, marketing and public events supported by the theatre. Dobama Theatre's new [FOCUS Program](#) aims to provide exposure, training, mentorship, networking, and direct paid professional opportunities for early career theatre designers, technicians, and stage managers from underserved and underrepresented communities including BIPOC, LGBTQ+, Disabled, Deaf, and Neurodivergent theatre practitioners. Dobama's [Internship Program](#) offers paid hands-on experience in both artistic production and management areas. Interns work in both administrative and artistic capacities to create a well-rounded view of the industry while also developing skills in a specific concentration - gaining valuable experience and networking opportunities with theatre professionals in the greater Cleveland area.

TO APPLY:

Please email a letter of interest or cover letter to elisek@dobama.org

Interested candidates are encouraged to include a resume and the name/phone/email for three references with their letter of interest.

We will begin formally reviewing applicant submissions June 5, 2023.

Once again, thank you for your interest.

With love and respect,

The Dobama Theatre Team