North Carolina Black Repertory Company
JOB DESCRIPTION
Development and Partnerships Associate

ABOUT NC BLACK REP
North Carolina Black Repertory Company (NC Black Rep) is a non-profit theater production company in Winston-Salem, NC founded in 1979 by Larry Leon Hamlin. Our mission is to engage, enrich, and entertain with innovative programming that resonates across the community and challenges social perceptions.

NC Black Rep is committed to exposing diverse audiences to Black theatre classics, developing new works, improving artistic quality, and sustaining Black Theatre internationally. With its signature programming for theatre lovers of all ages – including mainstage productions, new work development, the Teen Theater Ensemble, the annual Martin Luther King Celebration, Nativity According to the Gospels, and the biennial Black Theatre Festival – NC Black Rep curates theater experiences that center historically marginalized communities and lead to social impact.

SCOPE OF WORK
The Development and Partnerships Associate is a fundraiser and grant writer who believes in the mission of the North Carolina Black Repertory Company and has an affinity for cultivating relationships with individual donors and corporations. The Development and Partnerships Associate will work alongside the Managing Director to Raise significant funds through grants, individual gifts, memberships, and corporate partnerships.

WHAT YOU WILL DO

Grant and Foundation Responsibilities

- Seek and identify grant and foundational support for NC Black Reps’ operations and programs
- Draft and edit proposals, reports, letters of inquiry, award announcements, and other grant-related materials
- Establish and maintain an annual grant calendar that includes submission, renewal, reporting dates, and deliverables
- Develop a grant and foundation database in Google Workspace that includes funding-related submissions and inquiries.
- Assure compliance with all funder-specific guidelines and requirements
North Carolina Black Repertory Company
JOB DESCRIPTION
Development and Partnerships Associate

Individual Giving and Membership Duties

- Develop and maintain year-round relationships with a portfolio of individual donors and prospects to grow immediate funding, long-term funding, and memberships
- Implement the 2023-2024 Individual Giving Campaign to:
  - Relaunch the Membership Program (Martastic Society)
  - Collaborate with Board members to host fundraising events
  - Create and launch a Black woman giving circle
- Create individual engagement strategies, stewardship plans, and giving goals for donors based on giving history, relationship, and the donor’s giving potential
- Ensure members receive a premium customer experience regarding ticket purchases, front-of-house, and overall show experiences
- Assist in the coordination of donor incentives (receptions, meet and greets, backstage tours)
- Manage additional future individual and membership fundraising initiatives as needed

Corporate Partnership Obligations

- Research potential corporate partners for NC Black Rep’s season and the National Black Theater Festival to ensure their mission aligns with NC Black Rep’s
- Prepare proposals and set up meetings with identified partners
- Support the managing director and marketing team with implementation of partnership acknowledgement, activities, benefits and other negotiated arrangements

Other Administrative Expectations

- Conduct daily correspondence with NC Black Rep staff and partners as needed via text, phone call, email, and video conferencing
- Maintain a thorough understanding of NC Black Rep’s mission, vision, programming, and strategic roadmap
- Submit bi-weekly status reports of all development activities, including grants, foundation giving, sponsorships, individual gifts, and memberships
- Design and send out thank you letters, surveys, program material, and other correspondences related to development activities
Qualifications and Skills

- Knowledge or high interest in fundraising with knowledge of all and expertise in at least one of the following:
  - grant writing
  - individual donors and memberships
  - corporate partnerships
- Experience using or the willingness to learn Patron Manager, a Customer Relationship Manager (CRM) for donors
- Proficiency with Google Suite (Mail, Docs, Sheets, Drive)
- Ability or willingness to learn to implement campaigns, events, and direct solicitation
- Excellent written, verbal, and interpersonal skills
- Available to work weeknights and weekends
- Respect for the confidentiality of donor information and a strong sense of donor ethics
- Outstanding project management skills with careful attention to detail

Compensation and Benefits

- $42,000 – $45,000 Annual Compensation (annual raise evaluation)
- Flexible work schedule, including remote workdays
- Full health insurance
- Paid Company Holidays: all federal holidays, Good Friday, the Monday after Easter, the Wednesday before and Friday after Indigenous Person’s Day, the weeks of Christmas and New Years
- Paid Time Off
  - (8) eight days annually
  - the last week of August (festival years only)
- Complimentary Tickets to Productions

APPLICATION PROCESS

We invite Development professionals to submit a cover letter, resume, and three professional references no later than 5:00 pm EST, Wednesday, July 26, 2023, via email to jobs@ncblackrep.org. All applicants will receive a response on or before Friday, July 28, 2023. Interviews will be scheduled for the week of July 31, 2023.