“Broad Stage gathers artists, thinkers, and audiences to celebrate our shared humanity and expand the role the arts play in the vitality of our diverse community.” – Broad Stage Mission Statement

Organization
Located in the heart of Santa Monica, The Eli and Edythe Broad Stage (Broad Stage) is an industry-leading performing arts producer and presenter located on Los Angeles’ westside, providing a platform for the world’s most compelling artists working in theatre, dance, music, and multidisciplinary art forms. Broad Stage enters its fourteenth year as a 501c3 nonprofit organization and is a proud flagship of Santa Monica College (SMC), supported by the generosity of the Broad Family Foundation. The organization is rising to meet a rapidly evolving set of needs for artists, audiences, community, and campus intending to advance its role as an invaluable cultural resource and artistic ambassador for greater Los Angeles.

Under the leadership of Artistic and Executive Director Rob Bailis, Broad Stage is broadening its impact through a new artistic vision, an expanded venue footprint, enhanced community activation, and deeper alignment with SMC. The organization is working to mitigate and reverse the historical biases and inequities known to the arts and culture field. In June of 2019, Broad Stage adopted an Equity, Diversity and Inclusion Policy and Plan and is designing the future we wish to see, evolving the work for a new day, and shaping a world in which everyone can proudly live in.

In residence on the campus of SMC — one of the country’s most progressive, diverse, and accessible educational institutions – Broad Stage harnesses the transformative power of the performing arts as essential to a good society. Its core values of creativity, learning, and belonging shape all programs on and off stage. Broad Stage provides insight and context to the widest spectrum of its communities so that they may fully experience the artists who are at the center of the work. The organization’s typical in-theater season runs from September through June, with some outdoor activity during the summer and programs online year-round.

Boasting one of the city’s largest proscenium stages, Broad Stage offers theatre, dance, film, opera, jazz, classical, international music, musicals, and family programming. Facilitating a multi-tiered approach in accessibility through the arts, the Edye is a 100-seat black box theater that uplifts new, developing, and innovative work to feature younger, emerging artists and increased accessible programming.

Expanding not only its financial sustainability within its sophisticated and outstanding reputation, Broad Stage embraces and reconnects with the communities both championing and being impacted by the performing arts, by maintaining an organization-wide culture of philanthropy. Broad Stage’s 15-member Board of Directors is led by Board Chair Jennifer Diener, with a priority of filling its full capacity of 25 seats. The organization operates on a historical average of $7 million per fiscal year and is supported by a well-funded endowment and in-kind support from the Santa Monica College, in addition to contributed and earned revenue. Broad Stage employs an organizational staff of 20 in the areas of development, programming, production, marketing, and audience services. The Interim Director of Development Kathy Kraas leads a dedicated team of five focused on major gifts, institutional giving, individual giving, memberships, special events, and database management.

Sources: www.thebroadstage.org, www.guidestar.org

Position Summary
Serving as a key member of the leadership team, the Director of Development (DOD) will lead and mentor an accomplished and engaged development team in achieving Broad Stage’s ambitious revenue goals while aligning to Broad Stage’s mission and values. The DOD will provide significant operational oversight, ensuring the effective use of systems including the PatronManager (Salesforce) database, and ensure strong donor cultivation, recognition, and stewardship practices. The DOD will serve as a key organizational ambassador, engaging donors and stakeholders with Broad Stage’s compelling case for support and exciting artistic vision. A strategic fundraiser, the DOD will diversify current revenue streams and use data and relationship management skills to identify and engage potential donors. In building a culture of philanthropy at Broad Stage, the DOD will establish donor and...
Roles and Responsibilities

Administrative and Operational Leadership
- Demonstrate leadership, strategic thinking, and creativity as a member of Broad Stage’s senior leadership team.
- Monitor revenue and expense budgets and prepare and present accurate and timely reporting and analysis.
- Conduct a comprehensive overview of development operations including utilization of the PatronManager database, confirm data entry practices, and ensure accurate and effective donor and prospect data integrity, including implementation of relationship management protocols.
- Establish a culture of philanthropy at Broad Stage and ensure that development functions are seamlessly integrated across the organization.

Contributed Revenue and Relationship Management
- Serve as Broad Stage’s chief contributed revenue strategist and frontline fundraiser.
- Build a long- and short-term development plan to support contributed revenue goals, including planning for a future artistic programming campaign.
- Expand giving in all sectors with particular emphasis on balancing public, individual, and institutional giving.
- Articulate and promote a compelling case for support, capitalizing on existing relationships to ensure members and donors renew and increase their investment in Broad Stage.
- Partner with Broad Stage’s board of directors, development committee, and professional and volunteer leadership to build a pipeline of active and potential donors and establish successful identification, cultivation, solicitation, and stewardship protocols.

Team Mentorship and Board Development
- Recruit, empower, and mentor a diverse, engaged, and accomplished development staff, fostering a team dynamic centered on inclusion, cohesiveness, and collaboration.
- Identify potential board or volunteer committee prospects and, in partnership with the Artistic and Executive Director, engage those individuals to expand the board of directors and roster of key volunteers.
- Provide mentorship and build the competence of key volunteers and board members in critical development and relationship management skills.

Traits and Characteristics
The Director of Development will be an emotionally intelligent, passionate, and committed team leader and philanthropic mentor who is respected across all levels of the organization and externally. A visionary thinker and disciplined planner with the curiosity to explore new methods and practices, the person in this role builds trust quickly and inspires both philanthropic and artistic connection to Broad Stage. The Director of Development will possess the tenacity and perseverance to continually engage peers, donors and stakeholders, and project an approachable confidence and collaborative decisiveness that ensures people at all levels feel welcomed and invested in philanthropic and operational outcomes.

Other key competencies include:
- Diplomacy and Interpersonal Skills – The dexterity to connect with a diverse array of people and personalities, deftly navigating sensitive and difficult topics with grace and respect.
- Customer Focus and Leadership – The awareness to anticipate the needs of others and desire to exceed expectations coupled with the ability to inspire others to invest in an idea or plan.
- Resiliency and Futuristic Thinking – The skill to recover quickly from setbacks, be professionally assertive and persistent, while imagining and envisioning that which has not yet actualized.
- Project Management – The acumen to identify and oversee all resources, tasks, systems, and people to obtain results.
Qualifications
The Director of Development will have a strong, successful career path in the world of philanthropy as both an operational leader and frontline fundraiser with a broad philanthropic skill set working in complex organizations or communities. Experience in major giving is necessary for this role with campaign planning experience being strongly preferred. Qualified candidates will possess exceptional relationship management, fundraising, planning, and collaboration skills. While experience in the arts and culture sector is desired, it is not required. Strong communication skills in writing and in person are expected for this role as is the ability to work flexible hours and attend events frequently on evenings and weekends. Broad Stage welcomes candidates with a combination of educational and lived professional experiences that support the goals and outcomes of this role.

Compensation and Benefits
Broad Stage offers a salary between the range of $110,000 and $125,000 and a comprehensive benefits package that includes paid time off, health insurance and a generous employer contribution toward a 403(b) retirement plan.

Applications and Inquiries
To submit a cover letter and current resume with a summary of demonstrable accomplishments in philanthropic leadership please click here or visit artsconsulting.com/employment. For questions or general inquiries, including estimated salary range, regarding this job opportunity, please contact:

Shawn D. Ingram, Vice President
Arts Consulting Group
8581 Santa Monica Blvd., Suite 406
Los Angeles, CA 90069-4120
Tel: (888) 234.4236 Ext. 220
Email: BroadStage@ArtsConsulting.com

At Broad Stage, we believe that the performing arts are a source of joy, nourishment and connection, and that art flourishes when we all cooperate to create a space for it. Broad Stage recognizes that the values of equity, diversity, inclusion, justice, and respect must be fundamental to our work, and it is the responsibility of our staff, artists, and patrons to create a welcoming environment for all. We take pride in the culture we are cultivating within our organization, as we celebrate the differences that bring us closer together.