

# McCarter

## Job Posting

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**POSITION:** Manager of Cultivation and Stewardship

**DEPARTMENT:** Development

**CLASSIFICATION:** Full-time; Annual; Exempt

**REPORTS TO:** Director of Development

**SALARY RANGE:** \$65,000 - 75,000

**BENEFITS INCLUDE:** Medical, vision, and dental insurance, flexible spending accounts, paid vacation, sick and personal time, life insurance, long-term disability insurance, and a 403 (b) retirement plan with employer match, access to free parking within less than 1-mile radius, as well as other perks.

**LOCATION & SCHEDULE:** This is an in-person position reporting to our administrative offices located at 91 University Place in Princeton, NJ. Regular business hours are Monday thru Friday, 9am – 5pm. Some weekend and evening hours will be required as scheduled in advance.

**START DATE:** This position will be filled as early as possible.

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### **Position Summary**

McCarter Theatre Center is seeking a dynamic and strategic individual to fill the role of **Manager of Cultivation and Stewardship**. In this position, you will participate in the development and implementation of innovative strategies for cultivating, soliciting, and stewarding donors, with a strong focus on acquiring new members and donors, retaining current supporters, and advancing their level of giving.

With a keen eye for portfolio management, you'll assist in the Development team's efforts while nurturing individual donors up to the Patron Level (\$3,000). Additionally, you'll spearhead our Artist's Circle membership campaigns, driving towards our ambitious \$5 million contributed revenue goal. If you are passionate about building relationships, fostering philanthropic support, and making a meaningful impact in the arts community, we invite you to apply for this opportunity.

### **Essential Functions & Duties**

- Manage/solicit gifts up to \$2,999 and maintain an active donor portfolio of approximately 50-75 individuals, with the goal of elevating these prospects to leadership giving levels.
- Cultivate, solicit, and close gifts to achieve the overall budgetary goal in this giving category.
- Participate in the creation and execution of new donor acquisition strategies within the theater and presented series.
- Analyze and track fundraising progress, to measure campaign effectiveness, and identify opportunities for optimization and growth.
- Build individual and community relationships to expand the current base of support.
- Manage budgets for donor cultivation and stewardship events, ensuring resources are allocated effectively to maximize donor engagement and return on investment.
- Oversee the preparation and execution of written materials including solicitation and stewardship materials.
- Coordinate with colleagues in marketing, communications, and programming to ensure consistent messaging and integrated fundraising initiatives that highlight McCarter's impact and achievements.
- Coordinate the implementation of solicitation plans for all portfolios in the Tessitura database.
- Utilize the Tessitura database to maintain accurate and up-to-date records of donor interactions, including contact reports, gift histories, and communication preferences.
- Assist director of development with supporting Board Committees, including but not limited to, the full Board of Trustees and Development Committee.
- Actively participate in the planning and execution of the annual Gala.

- Serve as primary point of contact for guests at the annual Gala and other donor cultivation events or dinners, managing the guest experience from initial reservation through cultivation opportunities at the event.
- Attend all Development training sessions required by the Director of Development, as well as institutionally required professional development opportunities.
- Ensure compliance with all relevant laws, regulations, and ethical standards governing philanthropic fundraising and gift acceptance, including adherence to the Association of Fundraising Professionals (AFP) Code of Ethics.
- Stay informed about current trends and best practices for broad based annual fund campaigns through professional development activities, networking opportunities, and ongoing education.
- Adhere to safe working practices while embodying McCarter safety and code of conduct policies.
- Participate in the work to make McCarter an anti-racist theater. Actively seek ways to improve our work practices to make the Development department more equitable and inclusive, while upholding and exhibiting our stated values of “justice and joy, beauty and belonging.”

### **Qualifications**

- A Bachelor’s degree, or equivalent experience, and preferably 3-5 years of experience as a fundraiser. Major gift or capital campaign experience a plus.
- A proven track record of building an effective giving program and cultivating/stewarding donor prospects.
- Ability to work effectively with senior management, department heads, trustees, and donors.
- Familiarity of and passion for the performing arts.
- Ability to interact well with major gift donors and prospects.
- Excellent writing, speaking and interpersonal skills.
- Excellent time management and organizational skills.
- Ability to work independently and take initiative.
- Strong ability to work collaboratively in cross-functional teams.
- CRM database experience, preferably with Tessitura or other fundraising software.
- Flexibility to work several nights and weekends as assigned.
- Ability to work in an on-site/off-site hybrid environment.
- A critical consciousness and interest in the values and practices that can help build and sustain an equitable, diverse, and inclusive workplace.
- Ability to collaborate with diverse needs, personalities, and work styles with optimism and a solution-discovery mindset.
- Final candidates will need to successfully complete a background screening.

### **Work Environment**

- Led by our core values, McCarter fosters and expects a culture of care and respect for the wellbeing of our staff.
- In-person work will primarily be completed in a shared office space in our administrative office located at 91 University Pl, Princeton, NJ.
- This position entails extended periods of sitting, manual dexterity for operating office equipment, and the ability to read and interpret documents, while occasionally requiring lifting and carrying objects up to 25 pounds, engaging in repetitive tasks, standing, walking, bending, and reaching within the office environment. Candidates should be comfortable with these physical demands and able to maintain productivity and focus throughout the workday.
- Employees may be asked to use a personal cell phone in order to access authenticator apps and related software necessary for work credentials/multi-factor authentication (MFA). Applicants should be comfortable using their personal devices for these purposes as part of their job responsibilities, as workarounds cannot be guaranteed in order to access certain platforms.

## **Organizational Summary**

McCarter Theatre Center, centered between New York City and Philadelphia on the campus of Princeton University, is a creative and intellectual hub that inspires conversations, connections, and collaborations in our communities. We lead with justice and joy, and we seek beauty in belonging. McCarter is an independent, non-profit performing arts center that creates and curates engaging performances, education programs, and community partnerships. As a performing arts center, in addition to presenting artists both nationally and internationally, McCarter also produces its own theatrical events. Theater Series shows are produced in house and unlike our presented events, run for several weeks.

McCarter is an equal opportunity employer committed to hiring, supporting, and promoting a diverse workforce and inclusive culture. McCarter is committed to fostering a diverse, anti-racist company and have begun that work in earnest; this work goes beyond our staff and production teams and includes engaging, educating, and cultivating a broad range of audiences, making the arts accessible to all people, and presenting a variety of entertaining and thought-provoking programming across disciplines. As such, McCarter seeks team members who: contribute to a diversity of backgrounds and experiences to support an expansive artistic vision; are committed to engaging in ongoing anti-racism and anti-oppression work collectively and individually; value collaboration, flexibility, and an openness to continuous personal and professional growth.

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We encourage all candidates to apply, even if they do not currently meet all qualifications. We know there are great candidates who may not have all of the qualifications listed above but possess intuitive knowledge or other fully transferable skills. If that is you, don't hesitate to apply and tell us about yourself. McCarter is committed to on-the-job training and mentorship.

If you are interested in supporting McCarter's vision, we would love to hear from you.

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Interested candidates should submit a cover letter and resume to [jobs@mccarter.org](mailto:jobs@mccarter.org) with your name and "Manager of Cultivation and Stewardship" in the subject line. Please also mention where you heard about the position. We look forward to learning more about you!

*McCarter Theatre Center is committed to providing access and reasonable accommodation in the application and hiring process for individuals with disabilities if needed and requested. To request disability accommodation, please contact (609) 258-6500 and connect with Human Resources.*