



**Rehearsal for Life, Inc.
Development Director
FY26 Job Description**

Job Title: Development Director
Reports To: Executive Director
Position status: Part-time, exempt
Salary Range: \$1,250-1,625/week (~25 hours/week)

ORGANIZATION OVERVIEW

Rehearsal for Life, Inc. is an organization that is dedicated to fostering creativity and social-emotional growth through the arts. We believe in the transformative power of the performing arts to inspire and empower young people. Our mission is to strengthen young people's social and emotional skills for every stage in life, through dialogue, creativity, and performance. Rehearsal for Life programs include:

Urban Improv Residencies: Serves over 1,100 students from 4th-8th grades who participate in a 9-week interactive program at six BPS partner schools. This program proposes realistic scenes where students are invited to use their minds, bodies, and creativity to resolve conflict and explore solutions to real-life, high-stakes situations.

Youth Unscripted: An after-school program for Boston high school students develops leaders focused on instrumental, vocal or dance performance. Students learn artistic skills and then conceive & plan an original, culminating showcase in their community.

Assemblies: Our interactive assemblies jumpstart important dialogue on challenging topics at schools and community groups.

Freelance Players: A transformational musical theater program rooted in emotional growth, the creative process and the cultivation of a meaningful and empowered youth community. Dedicated to artistic spirit and self expression, it is our goal to create a space where students feel celebrated for who they are and gain the awareness, confidence and skills to create positive social change.

POSITION OVERVIEW

Reporting to the Executive Director, the Development Director will be the key member of the development team charged with helping to increase the philanthropic revenue for the organization to support its strategic plan and sustainability and growth goals. This role will be a key decision-maker and influencer, spearheading our philanthropic strategy and nurturing our generous donor base. The Development Director will provide leadership and management of the organization's fundraising strategy including annual giving, events,

volunteer management, development research, and leadership and major giving from individuals and institutions.

A successful Development Director will be a strong collaborator and manager of staff, and will support the major fundraising work of Rehearsal for Life in collaboration with the RFL leadership team.. They will work to advance the visibility and profile of Rehearsal for Life among key stakeholders in alignment with the vision, values and goals of the organization.

More About What RFL is Looking For:

- Significant experience in nonprofit fundraising with demonstrated success building donor relationships and closing major gifts of \$10,000+
- History of leading philanthropic efforts at organizations with annual budgets of \$1,000,000+
- Proficiency in Google Suite, CRM software, donor databases and other fundraising technology
- Familiarity with Boston philanthropic and educational communities
- Knowledge of fundraising best practices including research and cultivation, face-to-face solicitation, proposal writing, special events, phone solicitation, direct mail, gift processing, ethics, and fundraising reporting
- Demonstrated ability to work collaboratively in a team setting
- Superb written, verbal, and interpersonal skills
- Ability to relate to a diverse range of people, exercise cultural competence, and further diversity, equity, and inclusion in the workplace
- Deep appreciation for the organization's mission for creative youth programming

PRIMARY RESPONSIBILITIES

Collaborative Leadership

- Partner creatively with the Executive Director, Co-Creative Directors, and Program Leads to align fundraising with strategic artistic, educational and organizational goals
- Actively contribute to the RFL Leadership Team, bringing fresh ideas and solutions to weekly collaborative meetings
- Empower and coach Board members in their fundraising efforts, helping them tell compelling stories about our impact on young people
- Bridge the gap between programming and fundraising by immersing yourself in our youth performances and workshops to authentically champion our work

Individual Giving & Major Gifts

- Orchestrate innovative, fundraising campaigns that inspire donors and fuel our growth year after year
- Design and implement strategies to diversify our supporter community, boost giving at all levels, and cultivate meaningful donor relationships
- Personally steward a portfolio of current and potential individual donors, helping them see the transformative power of RFL's programming

Event Management

- Drive sponsorship solicitation strategies for RFL's signature "Banned in Boston" fundraiser (generating \$400K+)

- Build excitement and engagement among event committees, sponsors, donors and guests through imaginative communication and personal outreach
- Collaborate with Leadership Team on diversifying fundraising events throughout the year including Winter and Spring Fests, program performances and culminating events, and other new events

Institutional Relationships

- Team up with the ED and Program Directors to grow relationships with local institutional donors and family foundations who share our passion for youth arts
- Guide our grant writer in crafting compelling proposals and impact reports; personally nurture relationships with high-capacity institutional funders

Marketing & Branding

- Help create dynamic fundraising materials that capture the energy and impact of our youth programs
- Craft authentic messaging that resonates and inspires a diverse community of stakeholders in our organization

WORK LOCATION(S)

This position is based in Jamaica Plain, MA with programming in many Boston neighborhoods and communities in the greater Boston area (Brookline, Newton, Needham, Medfield) and requires regular, in-person meetings at our co-working space in Jamaica Plain, MA as well as in-person program visits, events, donor meetings, etc. Flexible work options for this role will be discussed during the interview process, but the exact schedule may be subject to change due to any operational and organizational needs.

WORK EXPECTATIONS

- All Rehearsal for Life employees are expected to be:
 - On time and ready for work at the beginning of their workday;
 - Careful and conscientious in the performance of their work;
 - Respectful and considerate of others; and
 - Courteous and helpful when dealing with other staff members and with youth, supporters, and the general public.
- Due to the collaborative nature of the Rehearsal for Life Leadership Team, members are expected to:
 - Have an awareness and acceptance of respectful feedback around work attitudes and their impact on others, contribution and commitment to group norm decisions, an acceptance of thoughtful performance evaluation, and an understanding of teamwork as a leading communal philosophy

BENEFITS AND COMPENSATION PACKAGE

Salary range for the role is \$1,250-1,625/week (~25 hours/week) . Generous benefits package includes:

- Health insurance (employee pays 50% of annual premiums)
- Healthcare Reimbursement Arrangement (HRA)

- Employer-paid long-term disability insurance (for those working 20+ hours weekly)
- Employer-paid life insurance (for those working 20+ hours weekly)
- 403(b) retirement plan with pre-tax contributions available immediately
- Employer match of up to 5% of gross salary after 6 months of continuous employment

HOW TO APPLY

To apply to this position, please prepare a resume and cover letter and send to jobs@rehearsalforlife.org with the subject line "RFL Development Director - [Your Name]. For confidential inquiries or for assistance in completing the application, please contact Executive Director, Jamie Ullrich at jullrich@rehearsalforlife.org.

TIMELINE & HIRING PROCESS

We will review and respond to all applications received. While subject to change, candidates selected to advance will progress through a process that includes initial conversations with the Rehearsal for Life Leadership Team and an interview with the Executive Committee from the Board of Directors. Depending on the programs running at the time of interviews, there may also be the possibility to visit and observe RFL program(s) and meet direct service staff members. Anticipated start date is late Summer/Early Fall of 2025.

Rehearsal for Life does not discriminate on the basis of race, color, national origin, sexual orientation, or disability in admission or access to or employment in its programs or activities.