

Development Manager

Part-Time Independent Contractor | Primarily Home-Office-Based | Greater Cleveland

Job Summary:

BorderLight Theatre Festival seeks a detail-oriented, resourceful Development Manager to help carry out and grow its fundraising program. Working 15 hours per week, this hands-on, mid-level position works closely with the Executive & Artistic Director, staff, and board members across individual giving, grants, corporate sponsorships, major gifts, special events, donor stewardship, and fundraising communications.

The strongest candidate will combine excellent writing and follow-through with sound judgment, warmth, and a genuinely collaborative approach. BorderLight is a small, fast-moving arts organization, so success requires someone who communicates clearly, takes initiative, welcomes feedback, adapts as priorities shift, and enjoys working as part of a close-knit team.

Key Responsibilities

Fundraising and Donor Relations

- Manage day to day development strategies as directed by leadership.
- Manage fundraising campaigns and events, ensuring timelines and deliverables are met.
- Compose personalized thank you notes, donor communications, and sponsorship materials.
- Steward donors and sponsors, ensuring fulfillment of benefits and timely recognition.

Grant Management

- Research and track grant opportunities that align with BorderLight's strategic priorities.
- Write select grant proposals, provide feedback on others, and support the grant development process. Assist with grant budgets as needed and help ensure timely and accurate grant reporting.
- Coordinate grant deliverables and budgets, ensuring that funding aligns with the organization's long-term growth strategy.

Database Management and Reporting

- Maintain accurate donor and sponsor records in the donor database (e.g., Little Green Light).
- Track and report fundraising progress to leadership and the board on a regular basis.

Collaboration with Marketing

- Coordinate with the marketing team to incorporate fundraising and donor recognition strategies into newsletters, social media, and outreach materials.
- Identify opportunities for engaging sponsors, donors, and partners in the annual theatre festival.

Resource Management

- Ensure cost-effective use of resources to maximize returns on fundraising efforts.
 - Support the processing and tracking of donations, sponsorships, and pledges, ensuring accurate reporting and acknowledgment.
 - Assist in the development of budgets for fundraising activities.
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Qualifications

- 2–5 years of experience in nonprofit development, donor relations, or a related field.
 - Experience with grants and fundraising campaigns; experience with corporate sponsorships, major gifts, direct mail, online campaigns, or fundraising events is especially valuable.
 - Strong writing and communication skills, with experience in grant writing and reporting preferred.
 - Familiarity with donor databases (e.g., Little Green Light or similar CRM).
 - Ability to prioritize tasks, meet deadlines, and work independently in a flexible, part-time role.
 - Skilled at working independently while collaborating effectively with the Executive & Artistic Director, staff, and board members.
 - Passion for the arts and a commitment to advancing diversity, equity, and inclusion.
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Compensation and Contract Details

This part-time independent contractor engagement provides annual compensation of **\$20,000 to \$22,000**, based on qualifications and experience, paid in equal monthly installments. The anticipated workload averages approximately **15 hours per week**, with flexible scheduling and some variation around fundraising campaigns, events, and BorderLight's annual July festival.

The position is primarily home-office-based, with occasional in-person meetings and events in Greater Cleveland. This contract engagement does not include employee benefits.

About BorderLight

BorderLight Theatre Festival presents innovative theatre that inspires, builds cross-cultural understanding, and celebrates the diversity of the human experience. Its annual festival brings artists and audiences together in downtown Cleveland for bold local, national, and international performances.

How to Apply

Please submit a resume and brief cover letter describing your relevant fundraising experience, interest in BorderLight, and approach to working collaboratively in a small organization. Applicants are encouraged

to highlight experience with grants, sponsorships, donor communications, direct mail or digital campaigns, major gifts, and fundraising events, as applicable.

Please send application materials to HR@borderlightcle.org. Applications will be reviewed as received. The anticipated start date is as soon as mutually agreed.

Equal Opportunity Employer

BorderLight Theatre Festival is an equal opportunity employer committed to fostering a diverse, equitable, and inclusive workplace where everyone feels valued and respected. We welcome applicants from all backgrounds and encourage individuals from communities that have been historically underrepresented in the arts to apply.