



January 2025

JOB DESCRIPTION: MANAGING DIRECTOR

THE MANAGING DIRECTOR IS A SALARIED POSITION AND REPORTS DIRECTLY TO THE PRESIDENT AND EXECUTIVE COMMITTEE OF THE BOARD.

OBJECTIVES:

- Build and strengthen relationships with all our constituencies including Chicago theaters, theater practitioners, audiences, grantees, and donors.
- Increase awareness of the organization by being the main spokesperson and liaison.
- Work closely with the board of directors and committees to assess and address issues affecting the organization.
- Provide day-to-day management of fundraising, marketing, and communication duties of the organization.

FUNDRAISING DUTIES:

- Develop and execute strategic annual plans to meet the goals in fundraising, marketing, and communications which engage all our constituencies including Chicago theaters, theater practitioners, audiences, grantees, and donors. Said plans are to be developed in conjunction with the appropriate committees and approved by the Board of Directors. This includes, but is not limited to, the following:
 - Audience solicitation program: Encourage theatre collections and opening night gifts (including the distribution and collection of collection buckets and materials) to achieve annual fiscal year goal.
 - Individual donor campaigns (twice per year): includes donor “asks” and acknowledgment letters by utilizing the database program for individual donor campaign updates to achieve annual fiscal year goal.
 - Partner with the Development Committee on other fundraising initiatives and event planning throughout the year including our benefits, AIDS Walk, and community events on behalf of SOC.

MARKETING & COMMUNICATIONS / PUBLIC RELATIONS / SOCIAL MEDIA DUTIES:

- Network with Chicago theaters, theater practitioners, audiences, potential grantees, and donors by maintaining and building established relationships including, but not limited to, the Entertainment Community Fund, local AIDS service organizations, donors, volunteers, and all organizations and individuals that SOC works with to support the Chicagoland theatre community.
- Promote Season of Concern’s mission and recruit participation from the Chicagoland theatre community supporting Outreach Committee’s efforts.
- Partner with Marketing Committee to develop and execute website, marketing, public relations, and social media strategy (this includes supervising the hourly support staff).
- Attend and represent SOC at theatre performances and arts events throughout the year.

ADMINISTRATIVE DUTIES:

- Assist Grants Committee with the intake and life-cycle tracking and recording of all Biscotto-Miller and Ewen Fund Grants.
- Oversee day to day online donations, acknowledgement letters, and database lists.
- Pick up all audience collections from theatres and make and process all bank deposits.
- Oversee and maintain website, manage info@seasonofconcern.org email account (this includes supervising the hourly support staff).
- Support the Treasurer in filing government documents and reports in a timely manner.

QUALIFICATIONS AND SKILLS:

- 5+ years experience establishing a network within the Chicagoland theatre community.
- 2-3+ years experience in marketing, social media, public relations, and fundraising within the not-for-profit sector.
- Self-starter with proven project management skills, ability to manage multiple projects and deadlines with minimal supervision.
- Strong written and verbal communication skills.
- Skilled in Microsoft Office Programs and Google Workspace.

WORKING CONDITIONS AND BENEFITS PACKAGE

- Position full time and partially remote within the Chicagoland area, commutable to local office if required.
- Weekly hours will generally be within the range of 9:00am to 5:00pm Monday through Friday, with evening and weekend hours as required for performances, meetings, special events, and to meet deadlines.
- Position must attend monthly board meetings held on the second Saturday each month. Meetings are held virtually via Google Meets with quarterly meetings requiring in-person attendance.
- Local travel required for meetings with theater managers - coffees, lunches, first rehearsals, union meetings, the Jeff awards, etc.
- Employee is seated most of the time and at times may be required to lift up to 35 pounds.
- Annual salary range of \$60,000 - \$67,500 + employee-paid health insurance with employer contribution.
- Open Leave/Flexible PTO
- Position is exempt.

TO APPLY

- Please submit your resume and provide 2-3 references including one or more individuals familiar with your work experience who can speak to your qualifications for the position.
- Include a cover letter that addresses your qualifications and skills, especially your association with the Chicagoland Theater Community and your project management experience which illustrates your abilities as a self-starter.
- Application materials should be sent to marcie@seasonofconcern.org as soon as possible, but no later than February 22, 2025.

Season of Concern is an Equal Opportunity Employer, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or family status, veteran status or any other status protected by law.