



Senior Development Manager

About BroadStage

BroadStage is a contemporary performing arts presenter in Santa Monica that energizes audiences and community through bold performances and personal connection. A proud partner of Santa Monica College, BroadStage's primary venue is the Santa Monica College Performing Arts Center, which includes three venues: The Eli & Edythe Broad Stage, a 535-seat venue combining the warmth of a small theater with the acoustics and staging of a grand hall, The Edye, an intimate black box space, and The Plaza an indoor/outdoor space perfect for live music, dancing, and community building.

BroadStage is part of the SMC tradition of community service, providing educational programs for high school and college students, artist workshops, and special events. After a 15-year anniversary in 2023, we're expanding to meet a rapidly evolving set of needs for artists, audiences, and community.

Under the leadership of Artistic & Executive Director Rob Bailis, BroadStage is broadening its impact through a new artistic vision and expanded venue footprint, celebrating our shared humanity and expanding the role the arts play in the vitality of our diverse community. We believe that through the arts we can design the future we wish to see, evolving our work for a new day, and shaping a world in which we can all proudly live. To learn more about BroadStage visit www.BroadStage.org.

About the Role

BroadStage in Santa Monica seeks a thoughtful, highly organized Senior Manager of Development to provide day-to-day leadership and execution oversight for our individual fundraising programs. This role is central to the success of BroadStage's membership, annual fund, and donor engagement efforts and serves as a visible representative of BroadStage to donors, members, and partners.

Reporting to the Director of Development, the Senior Manager of Development manages frontline Development staff and coordinates workflows across membership, campaigns, and donor communications. This role bridges strategy and execution, ensuring that priorities are clear, work is well coordinated, and donor relationships are stewarded consistently both behind the scenes and on-site during performances and events.

This is a newly restructured role for the organization and offers the opportunity to help shape how Development work is managed and delivered during a period of growth.

Who You Are

- You are comfortable representing an organization in public-facing settings and enjoy building trust through presence and follow-up.
- You understand that donor relationships are strengthened not only through strategy and systems, but also through consistency, visibility, and care.
- You are steady, organized, and able to balance leadership responsibilities with hands-on donor engagement.
- You communicate clearly, work well across departments, and show good judgment in donor-facing situations.

Key Responsibilities

Department Leadership and Staff Management

- Provide day-to-day leadership and supervision for the Individual Giving Officer and the Development & Database Management Associate.
- Set priorities, timelines, and workload expectations in alignment with departmental goals.
- Support staff development through guidance, feedback, and clear direction.
- Ensure roles are well-defined, and work is coordinated effectively.

Membership and Individual Giving Programs

- Oversee BroadStage's membership program, including renewals, upgrades, stewardship, and donor engagement strategies.
- Manage planning and execution of annual fund efforts and donor campaigns.
- Guide portfolio structure and stewardship approaches for mid-level individual donors.
- Monitor performance and engagement trends and adjust execution as needed.

Donor Stewardship and Onsite Engagement

- Serve as a primary Development presence at performances, donor events, and cultivation activities.
- Act as an on-site steward and representative of BroadStage for members, donors, and guests.
- Build and reinforce donor relationships through in-person engagement, follow-up, and coordination with Development staff.
- Support donor experience before, during, and after events in collaboration with colleagues across departments.

Development Operations and Coordination

- Serve as the day-to-day operational lead for Development initiatives.

- Coordinate workflows and timelines across membership, campaigns, and donor communications.
- Partner with Marketing, Finance, and Events to ensure alignment and follow-through.
- Work closely with the Development & Database Management Associate to ensure data accuracy, reporting, and timely acknowledgements.
- Support documentation of processes and ensure continuity during periods of transition.

Reporting and Planning

- Track progress toward fundraising goals and prepare internal updates and summaries.
- Support revenue forecasting and short- and mid-term planning.
- Identify operational risks, capacity constraints, and opportunities for improvement.

External Functions

- Attend performances, donor events, and fundraising activities as a visible representative of BroadStage.
- Engage with members, donors, artists, and partners to support relationship-building and stewardship.
- Represent BroadStage at meetings, events, and community functions as needed.

Essential Skills

- Demonstrated experience managing membership, annual fund, or individual giving programs.
- Comfort serving in a donor-facing, representative role during live events.
- Experience supervising staff or coordinating work across multiple roles.
- Strong organizational and project management skills.
- Ability to communicate clearly and professionally in both internal and public-facing settings.
- Experience in nonprofit or performing arts development preferred.

Salary and Benefits

Salary: \$90,000–\$95,000. Full-time, exempt.

Benefits package includes health insurance, matching 401(k) plan, and paid time off for holidays, vacation, personal days, and sick leave.

Location: This position is based in Santa Monica, California. We are currently offering a remote work/on-site hybrid workplace with a flexible onsite schedule that includes attendance of on-site, in-person live events.

How do I apply?

Submit a resume and cover letter to employment@broadstage.org and put the title “Senior Development Manager” in the subject line.

At BroadStage, 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. BroadStage recognizes that the values of equity, diversity, inclusion, access, 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. BroadStage is an Equal Opportunity Employer, and all qualified applicants for employment will have full and equal access to employment opportunities.