

## **Community Engagement Manager**

**Job Type:** Full Time

**Job Department:** Development and Events

**Reports to:** Director of Development



### **About Chicago Children's Theatre**

*Since its launch in 2005, Chicago Children's Theatre has cemented its reputation as the city's largest professional theatre company devoted exclusively to children and families. The company evolved out of Chicago's need for high-quality, professional year-round children's programming to match the quality, & significance of theatrical powerhouses such as Steppenwolf Theatre Company, Goodman Theatre, & Lookingglass Theatre. Likewise, CCT has always believed children should be treated as the sophisticated audiences that they are, showcasing high-profile & award-winning talent, inventive production values & compelling stories that challenge, educate & entertain.*

### **Summary of Position**

Chicago Children's Theatre has an immediate opening for a talented, passionate, committed Community Engagement Manager. This core staff position will be a team member serving the Development and Events department at CCT and supporting the company's engagement of donors and supporters of our theatrical, educational, and community programming.

This position is an early-to-mid career opportunity to gain exposure and skill development throughout several aspects of our progressive & visionary non-profit arts organization.

The Community Engagement Manager will be responsible for the effective communication of CCT's vision to all internal and external stakeholders, with the intersection of meeting fundraising goals. This is achieved through effective reporting, tracking, and stewardship efforts; Board recruitment, cultivation, and development; and planning, creating, and carrying out of all community and donor events. As all three prongs are critical to the success of the organization, this position will work closely with the Director of Development to prioritize each area, and maximize return on investment.

### **Primary Responsibilities:**

#### **Events/Development/Engagement:**

- Support Director of Development in developing, implementing and monitoring progress toward short- and long-term fundraising strategy and goals.
- Plan, coordinate, and execute Board and community engagement events including, but not limited to, happy hour events, open houses, opening show weekend celebrations, and CCT's two major annual fundraisers (gala and summer festival).
- Create new event strategies with the goals of meeting the fundraising budget, developing new revenue streams, reaching expanded and new audiences, cultivating new Board and community connections, and fulfilling donor stewardship.
- Represent CCT at both internal and external events.
- Secure additional staffing for internal and external events as needed utilizing both paid staff and volunteers.
- Complete donor acknowledgements, Board meeting minutes, gift tracking, and Board giving in an ongoing, timely fashion.
- Maintain CCT's donor database.

***Responsibilities cont.***

- Research and advise CCT on new technology tools to assist in community and Board engagement.
- Create and disseminate communication tools including CCT's annual report, solicitation letters, eblasts, invites, and newsletters to keep internal and external stakeholders engaged in mission and programming.
- Collaborate with all staff in the furtherance of CCT's goal of being an anti-racist/anti-bias theatre that works towards Justice, Equity, Diversity and Inclusion.

**Knowledge, Skills, & Activities:**

We are seeking candidates that have a passion for working with children and their families and/or being a part of a cultural institution. Candidates with TYA or family event experience and/or arts education experience will be prioritized for this position. The hired candidate will be trained and assisted by staff members at CCT who are experienced with our programs and policies. Other desired skills include but are not limited to:

- Superior engagement skills
- Excellent communication, problem solving and organizational skills
- Spanish language proficiency is ideal, but not required
- The ability to work occasional extended/irregular hours, including nights, weekends and occasional holidays as needed
- The ability to work with a wide range of internal & external personalities in a professional & congenial manner
- The demonstrated ability to deal with ambiguous and uncertain situations & take positive actions to ensure the best quality operation is delivered daily
- A good work ethic
- An abundant curiosity to learn & a willingness to assist
- A sense of humor!

**Working Environment:**

Position may include occasional lifting (up to 50 lbs individually), carrying, pushing &/or pulling, climbing & balancing, stooping, kneeling, crouching &/or crawling.

We are an equal-opportunity employer committed to accessibility and inclusion for all staff, students, and patrons, and priority will not be given to those with the ability to perform the physical tasks listed.

**Compensation & Hours:**

Full time exempt, high \$30k to low \$40k range based on experience plus benefit package including 100% employer-paid health insurance, 401k with partial employer match, and a generous vacation and paid holiday schedule.



**To Apply:**

Please send a link to a **video-recorded statement of interest** (emphasizing any previous arts admin &/or non-profit experience), resume, & compensation requirements to [jobs@chicagochildrenstheatre.org](mailto:jobs@chicagochildrenstheatre.org). No calls please. The position is immediately available for hire.

**Chicago Children's Theatre is committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities. AA/EOE**

Chicago Children's Theatre is strongly committed to increasing equity, diversity and inclusion in our audiences, our programs and in all of our hiring for staff, artists, and recruiting of board members. CCT is committed to a future where our theatre is a home for all people, all families, and is truly reflective of our community. We are also committed to providing a work environment that is free from discrimination. CCT prohibits discrimination in employment against any employee or job applicant because of that person's race, color, creed, religion, ancestry, sex, national origin, disability, genetic information, age, sexual orientation, gender identity, gender expression, marital status, familial status, veteran status, status with regard to public assistance, membership in a local human rights commission or any other legally protected status.