

Associate Director of Philanthropy

POSITION SUMMARY



Salary: \$75,000-\$90,000 *annual

Location: Hartford, CT (in person)

Supervisory role: Yes

Department: External Relations

Reports to: Director of External Relations

Status: Full-time, exempt (Occasional nights and weekends required)

Benefits: Medical and Dental Insurance, Flexible Spending Accounts, Voluntary Life Insurance, 401k, Paid Vacation and PTO

Who we are

Located in the vibrant heart of Hartford, Connecticut, Hartford Stage stands as a beacon of creativity and cultural enrichment serving nearly 50,000 people a year across Connecticut and southern Massachusetts. As one of the premier resident theaters in the United States, we captivate audiences with a rich tapestry of world drama, from timeless classics to daring new productions and rediscovered gems of the past.

Who we're looking for

We're seeking an experienced, relationship-driven fundraising professional who is excited by the opportunity to deepen philanthropic support for Hartford Stage. The ideal candidate is a thoughtful relationship builder and strategic thinker who understands that successful fundraising begins with meaningful connections—with donors, colleagues, artists, and the community.

The position we're filling

The **Associate Director of Philanthropy** will collaborate with the Director of External Relations to play a key role across the organization, and working closely with leadership to execute Hartford Stage's individual giving goals. As the Associate Director of Philanthropy you will manage a portfolio of approximately 100 individual donors and prospects, with a focus on cultivating, soliciting, and stewarding major and leadership level gifts. This role drives customized donor strategies that deepen relationships, grow philanthropic investment, and strengthen Hartford Stage's major gifts and donor pipeline.

What you'll be doing

Development Leadership

- Developing and executing integrated contributed revenue strategies alongside the External Relations Director
- Supervising the Individual Philanthropy Manager, and the Donor Relations & Stewardship Manager within the fundraising department
- Using data to inform forecasting and decision-making
- Representing Hartford Stage publicly and with the Board of Directors
- Proofing and Approving all Fundraising Appeal strategies and assets

Major Gift Portfolio Management

- Managing a portfolio of approximately 100 major and leadership level donors and prospects
- Developing and executing individualized cultivation, solicitation, and stewardship strategies
- Securing gift renewals, increased gifts, and multi-year commitments aligned with donor interests
- Advancing donors along the pipeline through consistent qualification, engagement, and follow-up

Board & Volunteer Engagement

- Managing Board giving appeals and annual solicitations
- Supporting board members in making peer-to-peer solicitations and expanding donor networks
- Coordinating prospect assignments and solicitation plans involving board and senior leadership
- Providing briefing materials, talking points, and follow-up support for board & staff leadership led asks

What you bring

Excellence in:

- Cultivating new donors
- Building and maintaining sustainable moves management systems
- Developing fundraising strategies
- Verbal and written communication
- Experience with, or ability to learn and use, Tessitura
- Time management, prioritization, and self-discipline
- Creative problem-solving
- Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
- Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus points:

- Multilingual
- Experience in Asana or other project management software
- An interest in/or knowledge of the Hartford area
- Passion for supporting the arts

What we bring

- A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
- An invitation to contribute to a team of talented and collaborative individuals committed to a Tony Award-winning legacy
- A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
- A unique opportunity to make an impact in the field and in the Hartford community

Please email your letter of interest and most current resume to hr@hartfordstage.org.

The priority application deadline for this position is **October 23, 2026**. Applications received by this date will receive priority consideration. While we will still accept and consider applications after this date, we encourage you to apply as early as possible for the best chance of being considered for the position. Please note that meeting the priority deadline does not guarantee an interview.

**Final compensation will be determined by the candidate's experience. The top end of the salary range is reserved for candidates who demonstrate extensive industry experience and mastery of the required skill set.*