



729 SEVENTH AVENUE TEL 212-764-1122
5TH FLOOR FAX 212-944-2136
NEW YORK, NY 10019 BROADWAYLEAGUE.COM

Development Manager of Corporate Sponsors and Partnerships

The Broadway League is the national trade association for the Broadway industry. Our 600-plus members include theatre owners and operators, producers, presenters, and general managers in North American cities, as well as suppliers of goods and services to the commercial theatre industry. Each year, League members bring Broadway to more than 30 million people in New York and more than 200 cities across the U.S. and Canada.

The Broadway League is seeking a Development Manager of Corporate Sponsors and Partnerships with a track record for bringing in sponsorships and donations. The position will report to the Chief Marketing Officer and will require work in-office, Monday- Friday, from 9:30 am to 5:30 pm.

Salary: \$70,000/yr - \$80,000/yr · Full-time

RESPONSIBILITIES

Business and Sponsorship Development

This position will be responsible for identifying corporate sponsors and strategic partners for all League programs, including Black to Broadway, Viva Broadway, Kids' Night on Broadway, Broadway Bridges, the Jimmy Awards, as well as potential new programs such as the Asian American Pacific Islander initiative. Additionally, this position will work with The Broadway League Foundation to identify donors and new funding opportunities.

- Devise a structured outreach plan for new and existing partners.
- Research and identify sponsor and donor prospects that align with The Broadway League's mission and goals and help support League events.
- Collaborate with the Audience Engagement department to identify donors and drive outreach for The Broadway League Foundation.
- With Marketing Manager- Creative Services and the Chief Marketing Officer, develop marketing materials for presentations to prospective partners.
- Draft and prepare acknowledgment letters, appeal letters, and fundraising materials.
- Support the Chief Marketing Officer in the development and management of sponsor contracts.

Skills & Qualifications

- Have knowledge and experience in fundraising techniques, sponsorship, and business development.
- Five+ years minimum of related experience in nonprofit fundraising is essential.
- Strong interpersonal, verbal, and written communication skills.
- Ability to work independently and as part of a team.



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Note: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Benefits for Full-Time Employees:

- Employer paid health, dental, and vision insurance for employee and dependents.
- Life, L.T. disability, and L.T. Care insurance.
- 401k with match.
- Paid vacation.
- Opportunities to attend Broadway shows.

Must be eligible to work in the United States without sponsorship.

This position requires that employees be fully vaccinated. “Fully vaccinated” means that an employee is more than 14 days following the final dose of a vaccine at the time they begin employment. The CDC strongly recommends that employees also receive recommended booster vaccines and remain up to date with their COVID-19 vaccinations. The Company will consider requests for reasonable accommodations for documented medical reasons and sincerely held religious beliefs in accordance with applicable law. Please do not include proof of vaccine status or any indication of a possible request for accommodation when submitting your application materials. The Company will follow up with you directly to request proof of vaccination and to discuss any potential accommodations if an offer of employment is made.

In keeping with our mission to foster an inclusive work environment, we encourage individuals who strongly commit to Equity, Diversity, and Inclusion to apply by sending a resume and cover letter to hr@broadway.org with “**Development Manager of Corporate Sponsors and Partnerships**” in the subject line.

The Broadway League is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, national origin, disability, protected veteran status or any other characteristic protected by law.