



425 Lafayette Street
New York, NY 10003

Development Marketing Manager

The Public Theater seeks a marketing professional to implement the marketing and communication strategies as they relate to the activities of the Development Department. The person in this position will report to the Director of Marketing and strategize with the senior Development team and the Director of Marketing on the project management of printed collateral, donor communications, campaigns, and funder recognition.

The Public is a cultural institution dedicated to upholding principles of diversity, equity, and inclusion. The ideal candidate must be willing to investigate how those principles apply in the context of marketing, development, and communications.

Responsibilities:

This individual will be a key liaison between the Development department and the Marketing and Communications staff (including graphics, social media, website and external vendors), overseeing all Development department communication needs. Specifically, they will create communication tools that fulfill the objectives of the Development department while maintaining brand identity including, but not limited to:

- Brochures, invitations, & collateral material: project management, timeline, approvals
- Communications calendar management: work with Devo dept stakeholders to prioritize and execute
- Website: maintain and update development-related content
- Manage all development budgets relating to all communication tools and campaigns implemented
- Ensure that the crediting of donors and funders in playbills, communications, signage, etc. is accurate, and in accordance with funder agreements.

Requirements:

3-4 years of relevant experience. A self-starter with strong communication and project management skills a must. Experience working in or knowledge of non-profit and development/fundraising a strong plus. High attention to detail while working in a very fast paced environment across multiple departments with competing priorities. Excellent organizational and interpersonal skills and the ability to work with many senior level staff.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position, according to the Fair Labor Standards Act and available immediately. Please submit cover letter and resume to jobs@publictheater.org.