

Individual Giving Manager

Department	Development	Hiring Range	\$51,000 - \$57,000
Supervisor	Development Director	Status	Regular, Full time, Exempt
Revised	July 2021	Location	Seattle, WA

The Individual Giving Manager will oversee ACT's Annual Fund and mid-tier giving circles. They are primarily responsible for the creation and implementation of annual appeals and renewals, stewardship of donors through events and strategic communications, donor acquisition strategy, integrity of data and processes, and management of a small portfolio of prospects.

Specific Job Functions

<p>Annual Fund & Partner Circle Giving</p> <ul style="list-style-type: none"> Responsible for ACT's Annual Fund (\$0-99), Players Circle (\$100-\$1,499) donor program, and Actors Circle (\$1,500-\$7,499) donor program; including internal management, renewal of donor support, and acquisition of new donors Creates and executes annual campaigns; including copywriting, oversight of collateral design, and working with vendors such as printer and mailhouse Creates and executes all annual fund initiatives outside of a regular cycle; GiveBIG, Giving Tuesday, and other campaigns as necessary Partners with colleagues in Marketing & Communications to integrate acquisition and giving campaigns into patron communications and printed materials such as subscription renewals Partners with Director of Development and Development Officer on identification and qualification of major gifts prospects 	35%
<p>Donor Stewardship</p> <ul style="list-style-type: none"> Strategizes and helps execute all donor benefit events in collaboration with the Donor Events and Stewardship Coordinator; Tech Talks, Opening Night Celebrations, Partner Backstage tour, Season Soiree, Season Launch party, and other events as necessary Drafts copy for acknowledgement letters and oversees fulfillment Manages small portfolio of donors in the Actors Circle (\$1,500-\$7,499) Staff the Individual Giving Committee, which is charged with stewarding our annual fund donors, Players Circle (\$100-\$1,499), and Actors Circle (\$1,500-\$7,499) members Attends ACT performances as needed to cultivate and steward members and donors Assists donors with inquiries as needed 	30%
<p>Tessitura Database</p> <ul style="list-style-type: none"> Works with Development team to create campaign hierarchy in Tessitura Creates, maintains and updates procedures and best practices for data entry in Tessitura, to ensure accuracy and maximal usability of data Works within Tessitura database to segment audience and analyze data and patterns Uses data to increase targeting and efficiency of message and strategy for all constituencies 	20%

<ul style="list-style-type: none"> • Acts as the department lead in data management 	
Administrative & Management <ul style="list-style-type: none"> • Manages Donor Stewardship Associate • Creates annual plan and budget for programs they are responsible for • Manages program expense budget with the assistance of Director of Development 	10%
<ul style="list-style-type: none"> • Additional duties as assigned in support of the Theatre 	5%

Qualifications/Skills

- 2-5 years of Development experience
- Experience using Tessitura or a similar CRM database
- Excellent written & verbal communication and interpersonal skills
- Ability to manage projects independently and in collaboration
- High degree of creativity, resourcefulness, and energy
- Comfortable executing fast-paced, deadline-driven tasks in an open, busy work environment
- Basic knowledge and comfort level with office software, internet functionality, and technological skills
- Availability to work evenings and weekends as requested
- BA degree or equivalent experience in arts administration, communications, marketing, or business preferred
- Management skills preferred
- Knowledge of local cultural arena, preferably theatre/performing arts preferred
- Passion for artists and the performing arts preferred

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion

ACT Theatre Mission and Vision

- Mission: ACT is a contemporary theatre where artistic ambition and civic engagement unite.
- Vision: ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

Peak Performer Commitments

ACT's values and principles guide our work, relationships and decision-making. We encourage our employees to practice forward thinking and curiosity-driven learning. We emphasize inclusivity of voices, experiences, and cultures, and seek to be a transformative agent for change in individuals, communities, and societies. We are civic minded, and believe in the spirit and strength of shared purpose and collective responsibility.

Essential Physical Skills

This position requires frequent sitting, standing and occasional walking; lifting 30 pounds or more; manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood.

Environmental Conditions

Generally, in an open office environment with occasional visits to external environments.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer:

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Employee Name

Signature (Verifying receipt and understanding of this job description)

Date