



## **Marcus Performing Arts Center Position Description**

<b>Job Title</b>	Individual Donor Manager
<b>Department</b>	Development
<b>Reporting To</b>	Director of Development
<b>FLSA Status</b>	Exempt
<b>Employment Status</b>	Full-Time
<b>Direct Report(s)</b>	Development Associate

### **JOB SUMMARY**

The Individual Giving Manager is an entrepreneurial, results-driven fundraising professional who helps create and implement fundraising strategies that achieve Marcus Performing Arts Center philanthropic goals. This role is responsible for designing and executing strategies to secure and increase financial support through the annual fund and other individual giving programs. The Individual Giving Manager will identify and qualify prospects, match donor interests to center goals, solicit donors, and oversee donor stewardship and benefit fulfillment. The Individual Giving Manager will also develop reports to illustrate giving trends and create donor correspondence.

The Individual Giving Manager works with the whole center to build a Culture of Philanthropy that is inclusive of all.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and implement annual giving strategies to meet or exceed fundraising goals through direct mail, email, social media, and other outreach methods.
- Collaborate with marketing and communications teams to design compelling appeals and donor stewardship materials.
- Manage donor benefit fulfillment – including access, staffing, tracking, ticketing, etc. - and the donor experience for the Donor Lounge for performances, presentations, and programs.
- Oversee the tele-funding program to ensure strategic goals and specific objectives are both articulated in advance and objectives are met.
- Ensure that all gifts are stewarded consistently, appropriately, and in a timely fashion.
- Utilize CRM tools to track donor engagement, giving history, and forecast fundraising performance.



- Track and analyze campaign performance, using data and metrics to evaluate effectiveness and inform future strategies. Prepare documentation, proposals, talking points, information, data for all senior level meetings with potential donors/sponsors/partners
- Represent the development team in cross-departmental meetings and strategy sessions
- Attend MPAC events, cultivating relationships with new and existing supporters.

This job description provides the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

#### **Education and Experience**

- Minimum of 5 years of professional experience in donor relations, stewardship, alumni relations, advancement services, development operations.
- Demonstrated ability to deploy stewardship and solicitation strategies, including setting fundraising targets and monitoring progress
- Demonstrated experience in building and maintaining relationships with individual donors and partners
- Fundraising in the arts or other nonprofit experience preferred

#### **Knowledge, Skills and Abilities**

- A commitment to the arts and arts education
- Ability to be appreciative of diverse perspectives, and a commitment to the organization's initiatives regarding racial equity, diversity, and inclusion (REDI)
- Outstanding written and verbal communication skills
- Excellent administrative, organizational, planning, and interpersonal skills
- Ability to identify, evaluate, investigate, and offer alternative solutions to problems.
- Ability to anticipate and plan for the unexpected and adapt as needed.
- Ability to work effectively in a collaborative/team setting.
- Experience with donor relations software and ticketing system
- Detail oriented and highly organized
- Is a self-starter with high initiative
- Willing and available to work flexible hours, including nights and weekends, as required



#### **WORK ENVIRONMENT / JOB SPECIFICATIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily perform work in a shared office environment. While performing the duties of this job, the employee is required extensively to sit and operate, handle or touch objects, tools or controls. Occasionally move around the office and access or use computers, office equipment, and other pertinent supplies, space or equipment used to perform the duties of the position. Work with frequent interruption. The employee is frequently required to talk or hear and requires close vision. The employee is occasionally required to stand, walk, stoop, kneel or crouch and lift up to 20 lbs. Must have reliable transportation to travel to offsite businesses for events, programs, meetings, etc.

The noise level in the work environment is usually quiet.