

SEATTLE REP

JOB DESCRIPTION

Seattle Rep is committed to producing the highest quality programming, and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.

We are part of a growing movement in theatre to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ+ people, people with disabilities and women, ensuring they are at the decision making table, reflected in our programming, and represented on our staff.

Position Title:	Individual Giving Director
Department:	Development
Supervisor:	Director of Development
Classification:	Full-time, Annual, Salaried/Exempt
Pay Rate:	\$85,000-\$95,000

Seattle Rep Mission

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse cultures, perspectives, and life experiences of our region.

Seattle Rep Vision

Theater at the heart of public life

Seattle Rep Values

Artistic Vitality, Sustainability, Generous and Inclusive Practices

Position Purpose

The Individual Giving Director is a key senior position on the Development team and works in collaboration with the Development colleagues and across departments to drive contributed revenue growth while building and maintaining strong relationships with donors, patrons, and community members alike. This experienced professional will drive the strategic growth and operational effectiveness of Individual Giving on an annual basis, and will be a key contributor in achieving success in our two upcoming long-term campaigns intended to build Seattle Rep's capacity and position in the community.

The Individual Giving Director will be expected to take initiative, provide effective management of direct reports, execute core responsibilities collaboratively, and work well within a complex organization. They must model professionalism, demonstrate flexibility, navigate multiple projects amidst shifting priorities, and remain composed under pressure.

ESSENTIAL FUNCTIONS:

Create strategy to increase Individual Giving at all levels year-upon-year

- Provide vision and leadership for Individual Giving fundraising initiatives across all levels to drive increased total giving in dollars and number of donors annually
- Foster a creative and entrepreneurial environment and apply innovative approaches to retain/grow giving
- Implement moves management to advance prospects towards solicitation and to continually replenish the individual donor pipeline
- Partner with the Director of Development, Managing and Artistic Directors, and other colleagues to leverage relationships, energy, and the skills/expertise of trustees and volunteers in meeting development goals

- Work in tandem with Director of Development, Managing and Artistic Directors, and senior development team to identify and capitalize on new opportunities for strategic growth and evolution within and across programs to increase lifetime value of each donor
- Work collaboratively with Associate Director of Development to ensure that Individual Giving communications strategy aligns with departmental and organizational communications plans, and to ensure timely and accurate execution of communications to individual donors
- Utilize special fundraising events (dinners, donor trips, gala, and luncheon) to maximize reach and support overall Individual Giving revenue growth
- Future projects include collaborating with the Director of Development and other team members to grow Young Patron and Planned Giving programs and oversee implementation of these programs when appropriate

Build and Manage Systems/Structure to support Individual Giving

- Oversee the population, management, and tracking of activities and contributions in portfolios to ensure best practices in the qualification, cultivation, solicitation, and stewardship of donors
- Work collaboratively with the Business Operations/Tessitura team to improve systems by establishing data-driven performance metrics and portfolio-balancing routines across Individual Giving programs, and creating innovative management tools for prospect pipeline and revenue projection data
- Regularly analyze and assess performance of events, campaigns, and other efforts to support ongoing growth of annual fund and major gift programs; use data to inform decision-making and future efforts
- Monitor revenue and expense budgets for all Individual Giving programs

Build and manage productive, sustainable relationships with donors

- Personally manage a portfolio of 75+ donors at various stages of cultivation
- Develop and manage relationships with donors by representing Seattle Rep at on- and off-site events
- Ensure that the health of donor relationships remains a priority amongst revenue growth goals

Lead and manage the Individual Giving team

- Manage a team of six staff (and growing), including frontline fundraisers and support staff, responsible for Individual Giving at all donor levels, and participate in the design and implementation of a team structure that results in ongoing growth in individual contributions
- Structure and lead Individual Giving meetings, and contribute to team-building and donor strategy sessions
- Create systems to track gift officer work with donors and prospects
- Support, coach, and inspire gift officers and frontline fundraisers to sustainably achieve targets through relationship management, implementation of effective and personalized strategies, pipeline development, and overall engagement of donors and prospects within their portfolios
- Provide mentorship and support for direct reports, and foster an environment that develops talents within the team through ongoing professional development and cross-training

Serve as an essential contributor to Seattle Rep's culture and success

- Add constructively to the collaborative and collegial health of the organization
- Add actively and constructively to the EDI (equity, diversity & inclusion) work of the organization, including attending all-staff training sessions
- Engage with and strive to embody Seattle Rep's mission, vision, and values in all aspects of work
- Establish solid and cohesive working relationships throughout the organization, engaging staff at all levels in fundraising efforts, and promoting interdepartmental communication and cooperation
- Act as a strong collaborator, so that the talents and skills of Development staff are maximized and that the group works collectively for the common good
- Help create a culture of philanthropy among staff, Board members, and donors

REQUIRED QUALIFICATIONS:

- Five or more years of development experience, with proficiency in annual fund and major gift work
- Demonstrated success personally soliciting five- to six-figure gifts
- A proven record of achieving aggressive annual fundraising goals, as an individual and leading a team
- Three or more years of experience in managing a team of gift officers
- Demonstrated results in working collaboratively with peers, staff, and management
- Mastery of fundraising best practices
- Working knowledge of constituent relationship management databases; Tessitura preferred
- Well organized and able to prioritize multiple tasks within dynamic environment
- Excellent communication skills, sense of humor, and patience

To apply, please e-mail cover letter, resume and list of 3 professional references to humanresources@seattlerep.org with subject line: **“Individual Giving Director”**

You may also mail application materials to:

Seattle Rep
Attention: Human Resources
155 Mercer Street
Post Office Box 900923
Seattle, WA 98109

Position Posted: July 24, 2019

Application Deadline: Open until filled; preference for applications received by August 12

Start Date: As soon as is practical upon hire