



## **Annual Giving Manager**

The Old Globe seeks a full-time Annual Giving Manager to assist and support the Philanthropy Team. Reporting to the Associate Director, Philanthropy Operations, the Annual Giving Manager will play a pivotal role in supporting the team's efforts to increase annual fundraising and the pipeline of potential donors, while managing donor renewals and acquisition through direct mail, telefunding, and email campaigns. This position requires strong analytical and communication skills, strategic thinking, and the ability to manage multiple tasks and deadlines simultaneously.

### **Key Responsibilities include but are not limited to the following:**

- Serve as the primary contact for all Friends of The Old Globe donors (donors under \$3,000).
- Understand the income and expense budget for annual fund gifts; oversee and monitor expenses and track income for the individual giving program; manage payments to vendors who work on annual fundraising initiatives (printing and mailing services, telefunding, etc.).
- Coordinate and communicate with telefunding vendor, telesales and box office staff, and information services staff to ensure that telefunding meets or exceeds goals and is managed with telesales and subscription and sales campaigns.
- Coordinate and communicate with direct mail vendor, ensuring that information and materials are received, lists are accurate and segmented as directed with accurate solicitation amounts, and payments are made in a timely fashion.

The Old Globe is actively committed to fostering a culture of equity, diversity, inclusion, & access in all areas of our operation. By making intentional, actionable steps, we strive to make The Old Globe a place where theatre makers, employees, volunteers, audience members, and community members of all identities and backgrounds belong. The Old Globe welcomes candidates who demonstrate a commitment to these goals. We strongly encourage people with the following identities to apply: BIPOC, LGBTQIA+, people living with disabilities, and those from other historically and presently marginalized groups. Multilingual candidates are also strongly encouraged to apply.

### **Required Skills and Abilities**

#### **The successful candidate will have the following skills and abilities:**

- A minimum of two years of experience working in philanthropy at a not-for-profit organization as an assistant, coordinator or associate, donor researcher, project manager, or database manager.
- Annualized income range is \$67,000 – \$71,000. Full-time with benefits including 401(k), vacation, health insurance, and holidays.

Please apply here: <https://www.theoldglobe.org/TheOldGlobeJobOpportunities>