

## **Manager, Annual Giving**

### **DEPARTMENT:**

The Development department builds key strategic relationships with our philanthropic community to raise critical funds for Segerstrom Center for the Arts, a non-profit organization. We work closely with individuals, corporations, and foundations to make the renowned, life-changing work we do possible, raising more than \$15 million annually to bring world-class artistic programming to our stages, local schools, and the community at large.

### **JOB SUMMARY:**

Segerstrom Center for the Arts seeks a seasoned and strategic Manager, Annual Giving to drive mid-level giving and deepen donor engagement in support of the performing arts. With a proven track record in securing gifts at the \$2,500–\$9,999 level, the ideal candidate will bring expertise in relationship management, donor cultivation, and program growth to enhance the Center’s philanthropic efforts.

Reporting to the Associate Director of Individual Giving and overseeing the Assistant Manager, Annual Giving, this role plays a key leadership position in managing and expanding the Center Circles mid-tier donor/membership program, as well as spearheading the Platinum Seats donor acquisition program. The Manager will proactively identify, cultivate, and steward donors, leveraging their experience to develop tailored engagement strategies that inspire deeper investment in the Center’s artistic programming, education initiatives, and community outreach.

This is a prime opportunity for a skilled fundraiser who thrives on building lasting donor relationships and advancing a mission-driven organization through strategic philanthropy.

### **JOB DUTIES\*:**

#### **Fundraising and Portfolio Management (80%)**

- Develop and implement strategies to acquire, retain, and grow individual donors, ensuring long-term philanthropic support.
- Manage a portfolio of approximately 150 entry-level Center Circles members (\$2,500–\$9,999), including annual and campaign prospects.
- Support the Associate Director of Individual Giving in executing a comprehensive fundraising and stewardship strategy for Center Circles donors and mid-level capacity prospects, contributing to an annual goal of over \$1.3M from 200+ members.
- Utilize data insights from Tessitura to optimize prospecting, engagement, and donor pipeline development.
- Analyze fundraising performance metrics, donor acquisition, and retention strategies in collaboration with Development Operations.
- Supervise the Assistant Manager, Annual Giving, and collaborate with the Manager, Calling Center, to enhance donor pipeline development.
- Assist in the development of multi-channel campaigns, including Direct Mail, Telefunding strategies, and digital/online fundraising.
- Partner with gift officers and development leadership to identify high-potential donors for increased giving opportunities.
- Ensure accurate donor recognition in marketing materials, performance programs, and public acknowledgments.

- Oversee the Platinum Seats donor acquisition program, collaborating with Donor Relations and Ticketing Services to provide exceptional VIP experiences.
- Plan and execute Center Circles member events (3-4 annually) with support from the Special Events team, overseeing event strategy, logistics, guest lists, budgeting, and execution.
- Serve as a key representative at performances, events, and donor receptions to strengthen relationships and enhance donor retention.
- Provide personalized stewardship to cultivate long-term relationships with Center Circles members.
- Collaborate with the Planned Giving team to identify joint fundraising opportunities.
- Occasionally supervise development interns, providing mentorship and professional development.

#### **Strategic Planning, Administration & Collaboration (20%)**

- Work with the Special Events team to create exclusive donor experiences, including backstage tours, artist meet-and-greets, and private receptions.
- Collaborate with the Marketing team to develop compelling promotional materials for donor engagement and membership recruitment.  
Assist in managing budgets and revenue projections for Center Circles, tracking progress and making data-driven adjustments.
- Maintain accurate donor records in Tessitura, tracking engagement, gift history, and moves management.
- Collaborate with Development Operations on best practices to analyze fundraising performance metrics, donor acquisition and retention strategies.
- Contribute to fostering a culture of philanthropy across the organization, supporting a collaborative approach to fundraising.
- Perform other duties as assigned to support the organization's mission effectively.

*\*- Other duties may be assigned by the supervisor in support of departmental goals*

#### **REQUIREMENTS\*:**

- Bachelor's degree required; master's degree in arts administration, nonprofit management, or related field preferred.
- Minimum of six (6) years of fundraising experience, with a strong emphasis on individual giving and annual fund success.
- Proven track record in cultivating, soliciting, and stewarding individual donors in a nonprofit or arts setting.

*\* - Consistent with its obligations under the law, Segerstrom Center for the Arts will provide reasonable accommodation to any employee with a disability who requires accommodation to perform essential functions of their job*

#### **COMPETENCIES:**

- Exceptional interpersonal skills with the ability to engage and inspire donors.
- Passion for the performing arts and arts education, with a deep understanding of philanthropy's role in artistic excellence and accessibility.

- Strong written and verbal communication skills, with experience in proposal writing, donor correspondence, and persuasive storytelling.
- Experience with Tessitura or similar donor management software preferred.
- Knowledge of planned giving and endowments is a plus.
- Ability to work both collaboratively in a fast-paced team environment and independently as a self-starter.
- Willingness to work flexible hours, including evenings and weekends, to attend performances and donor events.

**PHYSICAL DEMANDS:**

- Regularly sit or stand at a workstation in an office or cubicle setting.
- Frequently work on a computer and use the telephone.
- Ability to communicate clearly and effectively.
- Occasionally lift and/or move up to twenty (20) pounds.
- Must maintain a valid driver's license for travel to scheduled events and meetings.

**WORK CONDITIONS:**

- Occasionally exposed to outside weather conditions
- The noise level in the work environment will vary and may be loud at times depending on scheduled events

**COMPENSATION:**

- Salary Range: \$70,000 - \$85,000; Full Time, Exempt.
- 403B with match after probationary period.
- Core Benefits + Supplemental benefits.
- Time Off (Vacation, Sick, Personal, Company Holidays, Early Release).
- Public Service Loan Forgiveness (PSLF) qualified employer.
- Comp and discounted show tickets.

*EEO-1 Statement: Segerstrom is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), exercising the right to family care and medical leave related to serious health condition of employee or family member, child bonding, or military exigencies, engaging in protected activity, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture, religious creed (includes dress and grooming practices), reproductive health decision making, sex/gender, and sexual orientation.*

**HOW TO APPLY:**

Please include your resume as well as a cover letter indicating to which position you are applying to [Jobs@scfta.org](mailto:Jobs@scfta.org).

No phone calls please.