

Job Description

Job Title: Senior Manager, Individual Giving
Department: Development
Reports To: Associate Vice President, Development
FLSA Status: Exempt

About Segerstrom Center for the Arts:

Seegerstrom Center for the Arts is one of the nation's most acclaimed performing arts centers, presenting an eclectic range of the world's finest performers and companies to the diverse communities of Orange County and Southern California. These performances are complemented by a wide range of innovative community engagement and education programs that reach over 375,000 people annually. Its annual seasons include a popular Broadway series, an acclaimed classical dance series, world premieres, the ABT Gillespie School of Dance, international collaborations, innovative dance and theatre performances, intimate jazz, cabaret and family-oriented presentations, a contemporary performance festival, and free outdoor performances.

At this exciting moment in the Center's history, with the completion of the Julianne and George Argyros Plaza, the Center is seeking an energetic and outgoing individual for the position of Senior Manager of Individual Giving.

Summary

The Senior Manager of Individual Giving is a key position within the Center's Development Department, primarily responsible for the management of the Center Circles mid-level donor program as well as a small but important planned giving portfolio. Reporting to the Associate Vice President of Development, and working closely with the Principal Gifts Officer, this position is a frequent collaborator with the Development Department's 20-person staff and other Center administrative departments. The ideal candidate will be a team player with strong organizational and interpersonal skills and a sense of humor. Experience with the performing arts is a plus.

Responsibilities

- Responsible for the identification, qualification, cultivation, solicitation and stewardship of individual giving donors to support the Center's acclaimed artistic programming and innovative education programs
- Manage a portfolio of 100-200 Center Circles members (\$2,500-\$24,999) and a portfolio of 10-20 planned giving prospects/donors
- Develop an annual comprehensive strategic plan for the Center Circles membership program
- Directly supervise the Manager of Annual Giving and Coordinator of Individual Giving

- Steward and build ongoing relationships with current donors and new prospects through meetings, phone calls and entertaining
- Participate in structured sessions with colleagues to coordinate prospect identification activities and moves management
- Attend Center events and performances as needed
- Collaborate with the Special Events team to plan and manage events for current donors and prospects such as backstage tours, cast parties, dinners and receptions
- Collaborate with the Marketing Department to create brochures, pamphlets and other collateral materials to promote the Center Circles program
- Review donor trends and prepare reports to determine effective acquisition and stewardship strategies
- Provide thoughtful, consistent and appropriate stewardship including benefit fulfillment for all Circles donors
- Prepare and maintain Circles financial statements and budgets
- Monitor and enter all activity and contacts in Tessitura tracking system in an accurate and timely manner.
- Work with the Manager of Annual Giving to review donor upgrade opportunities.
- Other duties as assigned to best support the organization's mission

Professional Qualifications

- Bachelor's degree
- Four+ years of fundraising experience, preferably in the area of individual giving
- Demonstrated success in the cultivation, solicitation, and stewardship of individual donors
- Strong computer and database management skills. Familiarity with the *Tessitura* database will be a plus
- Familiarity with planned giving vehicles and endowments is a plus
- Superior oral, written communication and presentation skills
- Experience working with a broad base of leaders, and in the training, managing and motivating of key volunteers

Personal Attributes

- Personable, positive and diplomatic individual with integrity and a sense of humor, who works effectively with donors, volunteers and internal staff
- Strong initiative, self-confidence, creativity, and entrepreneurial skills, who enjoys working as a team player but also has the capability to work independently and as a self-starter
- Well-organized, able to plan and manage strategically yet have sufficient focus on details to assure effective implementation and follow through
- Genuine interest in the arts who understands and supports the Center's mission with a natural ability to articulate this mission to others
- An innate ability to inspire those working with him/her toward accomplishing common objectives and goals

Schedule

This is a full-time exempt position with benefits. Typical hours are 9:00am - 5:30pm with periodic evenings and weekends required.

To Apply

To apply, please send your resume and cover letter to jobs@scfta.org.

Physical Demands and Work Environment:

The physical demands listed below 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.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit at a work station in an office or cubicle, regularly work with a computer and use the telephone. The employee may also be required to drive to scheduled events and or meetings. The employee must also have clear speaking ability and must have sufficient hearing to be able to communicate effectively. The employee must be able to operate a vehicle and must maintain a valid driver's license. The employee must occasionally lift and/or move up to 20 pounds.

The noise level in the work environment may fluctuate from quiet to loud depending on scheduled events. In addition, the employee may occasionally be exposed to outside weather conditions.