



Director of Individual Giving

Theatre Communications Group (TCG), a national organization with a mission *to lead for a just and thriving theatre ecology*, seeks a dynamic and entrepreneurial senior fundraising professional to lead its individual giving efforts.

Theatre Communications Group is committed to modeling, promoting, and advancing anti-racist and anti-oppressive values to fulfill its mission. Since its founding in 1961, TCG's constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 8,000 individual members. TCG advances a better world for theatre and a better world because of theatre.

TCG offers its members networking and knowledge-building opportunities through research, communications, and events, including the annual TCG National Conference, one of the largest nationwide gatherings of theatre people; awards grants and scholarships to theatre companies and individual artists; advocates on the federal level; and through the Global Theater Initiative, TCG's partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. TCG is North America's largest independent publisher of dramatic literature, with 18 Pulitzer Prizes for Best Play on the TCG booklist. It also publishes the award-winning [American Theatre](#) magazine and ARTSEARCH®, the essential source for a career in the arts. In all its endeavors, TCG seeks to increase the organizational effectiveness of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a larger public understanding of, and appreciation for, the theatre. For more info, visit: www.tcg.org.

About the Department

Reporting to the Chief Operating Officer (COO), the Director is responsible for all individual fundraising and development activities, working across the organization and with the CEO and Board of Directors to deliver on the goals and achievements outlined in the annual Development Plan.

The Director of Individual Giving is an experienced executive with the knowledge and leadership skills to develop and implement a collaborative culture and the infrastructure required to grow a \$1M annual fundraising budget. It is expected that the Department's annual fundraising goals will increase in future years as the Director systematically and effectively strengthens the organization's overall fundraising capacity by tapping previously unrealized opportunities in major gift fundraising.

The Individual Giving Department's two full-time members include the Director and a Manager. The Manager reports to the Director. Throughout the year, the Department engages temporary and part-time assistance to accomplish its goals. The Department will also work with consultants, as needed, to successfully realize the logistics of and fundraising for its annual Gala and other fundraising events/activities. The Director and the COO will work to determine the



best structure for the Department that will help advance this goal in a realistic and efficient manner.

There are many opportunities for an individual donor to make a difference: as a Board member, a member of the National Council for the American Theatre, by sponsoring a TCG book, a bequest through the recently launched Planned Giving program, through the purchase of a Gala table or by underwriting an essential TCG program.

The Director will work collaboratively with the Director of Institutional Philanthropy – who leads all foundation, corporation, and sponsorship activities – to find support for other TCG programming and services.

What You Will be Doing

- Support and partner with TCG’s Executive Leadership, Staff, and the Board of Trustees on all major fundraising initiatives.
- Create strategy and oversee all individual giving activities including major gift identification, cultivation, and solicitation.
- Lead the development, implementation, and completion of TCG’s first ever capital campaign.
- Maintain a portfolio of donors, and develop and maintain personal relationships to secure major, capital six-figure gifts or higher as well as planned gifts.
- Work with Manager to drive fundraising activity, providing CEO and COO with the necessary information and tools to succeed in their own outreach.
- Create annual strategy around all event activity including the Gala, cultivation events and donor fulfilment gatherings. Drive fundraising for the Gala to meet revenue goals.
- Work with Marketing team to create strategy and oversee execution of annual letter, email, and digital appeals.
- Work with team to create annual Development plan, present to leaders and track its execution.
- Participate in efforts to grow the pipeline of prospective Board members.
- Create department revenue and expense budgets.
- Work cross-organizationally to create new ways of elevating the organization’s philanthropic messaging in all its programming, printed and digital assets.
- Assist with other tasks as necessary to ensure smooth working of TCG.

What You Need for this Role

The Director should have a commitment to TCG’s mission, core values, and its ED&I work within the workplace and in the field. They should possess a positive, entrepreneurial attitude and be able to successfully lead and work with a diverse staff, Board, and body of partners.

Outstanding interpersonal verbal and communication skills and exemplary work practices are essential as are a strong attention to detail and dependability. The successful candidate will have a commitment to learning and growth for oneself and others. Ability to work



constructively through conflict in a diplomatic way and facilitate discussion to problem solve with resilience.

TCG is seeking someone with significant experience in major gifts who brings a “can-do” enthusiastic disposition to the job, and who can inspire others to do their best work. In addition, we are seeking someone who has:

- Strong commitment to anti-racism and inclusivity.
- At least ten years of demonstrated fundraising success in either the nonprofit or private sectors.
- At least five years of experience effectively managing a Development Team.
- Extensive experience working closely with an Executive Team and Board of Trustees, with the ability to receive constructive input and adapt as needed.
- Experience personally soliciting and closing gifts of \$10,000+.
- Experience planning and executing fundraising events with 200-250 guests.
- Knowledge of and contacts within the theatre and philanthropic circles. National and/or regional theatre contacts, a plus.
- Strong networking skills and a demonstrated ability to develop a good rapport with donors.
- Experience with Microsoft Office.
- Raiser’s Edge experience will be a plus.

Benefits, Compensation, and Other Information

This position will pay a salary between \$85-\$100K. TCG also covers 100% of your health insurance premiums. Additional benefits include four weeks of vacation, four personal days, paid sick-time, and other company time-off and holidays. Other benefits include a collegial environment that encourages a healthy work-life balance, personal and professional development opportunities through Grow@TCG, free TCG books, and events for staff designed by TCG’s “fun committee” to foster a warm, inviting, and friendly office culture.

Staff members also participate in mandatory year-round ED&I, accessibility, and anti-racism trainings. As well as participating on various internal workgroups: TCG’s ED&I Workgroup, BIPOC @ TCG affinity space, and Anti-Racist Learning and Action Affinity Space for White TCG Staff.

TCG is currently working remotely, and while there’s isn’t a confirmed date to return to in-person schedules and operations, if relocating to TCG’s offices in New York City is required for this position, TCG will cover up to \$1,000 of relocation costs.

How to Apply

Please include “**Director of Individual Giving**” in the subject line and email resume and cover letter in a single attached file to job@tcg.org. All materials must be sent via email. We will respond only to those resumes in which we have interest.



Application Deadline

All application materials must be received by 7 am PST on Monday, November 1, 2021, or until the position is filled. Resumes will be reviewed as they are received, and applicants are encouraged to submit their materials as soon as they're able to.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG, we believe that diverse ideas, cultures, and traditions reflect the US's broad diversity and are vital assets that enrich the programs and services TCG provides for the theatre field. We respect the intersectionality of identities and are committed to EDI in our work and workplace. We strongly encourage candidates who identify as Black, Indigenous, and People of Color (BIPOC), LGBTQ+, gender non-conforming and non-binary, neuro-diverse, and people with disabilities to apply.