TCG Individual Giving Manager
Theatre Communications Group, the national organization for theatre, seeks a full-time Individual Giving Manager to join the Individual Giving department. The Manager, who should be based in the New York City area, will report to the Director of Individual Giving and support all aspects of fundraising from individuals.

About the Organization
Theatre Communications Group (TCG) is committed to modeling, promoting, and advancing anti-racist and anti-oppressive values to fulfill its mission to lead for a just and thriving theatre ecology. 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 Drama 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 efficiency of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a more extensive public understanding of and appreciation for the theatre. For more information, please visit: www.tcg.org.

About the Department
The Individual Giving Department’s two members include the full-time Director and a part-time Manager who works remotely. The part-time 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 work to determine the best structure for the Department that will help advance this goal in a realistic and efficient manner.

The full-time Manager will work collaboratively with the Director and the part-time Manager, and with members of other departments such as Institutional Philanthropy, Membership, Finance, and Marketing.
What You Need for this Role
The Individual Giving Manager must 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 attitude and be able to successfully work with a diverse staff. Outstanding interpersonal communication skills and exemplary work practices are essential, as are strong attention to detail and dependability. The successful candidate will have a commitment to learning and growth for oneself and others. Additional skills and values include:

- Strong commitment to anti-racism and inclusivity.
- 3-5 years of fundraising and administrative experience, ideally in the arts (knowledge and understanding of theatre strongly preferred).
- Experience supporting fundraising plans, from initial outreach to gift processing and acknowledgements.
- Meticulous attention to detail and recording information consistently and accurately.
- Facility in MS Office Suite, particularly Excel, and database management (Raiser’s Edge a plus).
- Basic bookkeeping skills, including accuracy and facility with numbers, and generating and reconciling contribution reports.
- Excellent communication skills in writing, over the phone, and virtually/in-person.
- Ability to contribute ideas and leverage analytics/data to strengthen overall fundraising strategies.
- Proven ability to plan and implement a project calendar.
- Awareness of brand consistency and voice in creating fundraising messages.
- Ability to work cross-departmentally and manage multiple projects simultaneously.

What You Will be Doing
- With the part-time Manager, creating and evaluating fundraising campaigns through direct mail and email.
- Implementing email and print fundraising campaigns.
- Processing gifts in Raiser’s Edge in accordance with PCI Compliance regulations.
- Reconciling monthly gift reports with the Business Office.
- Generating gift acknowledgement letters and emails.
- Generating contribution progress reports in Raiser’s Edge.
- Communicating with individual supporters, mostly in the $1 - $5,000 range, with promptness, warmth, and discretion.
- Researching donor prospects and reporting your findings to the Director.
- Updating the Raiser’s Edge fundraising database regularly.
- Supporting in-person and virtual events.
- Assisting with other tasks as necessary to ensure the smooth working of the team.
**Compensation, Benefits, and Other Information**

This regular, exempt full-time position will pay an annual salary in the range of $60,000 - $65,000. TCG also covers 100% of health insurance premiums. Additional annual benefits include ten vacation days, 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. However, in-person support from the Individual Giving Manager will be needed, so this position will be expected to travel to TCG’s office in Midtown Manhattan on a weekly or twice-weekly basis. Strict COVID-19 safety protocols will be followed on-site.

**How to Apply**

Please include “Individual Giving Manager” in the subject line and email a cover letter, your résumé, and 2-3 references in a single attached file to job@tcg.org. All materials must be sent via email. No phone calls, please.

**Application Deadline**

Submit application materials by Monday, May 23, 2022, 12pm PST. Applicants are encouraged to submit their materials as soon as they’re able to. Materials will be reviewed as they are received by the Director of Individual Giving and the part-time Development Manager. Candidates will undergo up to three rounds of Zoom interviews throughout May: with the Individual Giving Director and part-time Manager, and with a cross-departmental group of TCG staff. Additionally, finalists may request a meeting with the Director of Equity, Diversity, and Inclusion, if that perspective would be helpful to them. Following completion of the interviews, candidates may be asked to provide a one-page writing sample. Following final reference checks, we hope to extend an offer by mid-June, for a flexible start date between July 1 and September 1. All candidates who apply will hear back from TCG no later than July 15, 2022, with a status update.

**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, neurodiverse, and people with disabilities to apply.