

Director of Individual Giving & Annual Fund (Full-Time)

ORGANIZATION SUMMARY

The Dayton Ballet, Opera, and Philharmonic share a record of stellar achievement, excellence in presentation, and a deep commitment of service to the greater Dayton region. We are fortunate to build upon this foundation as the Dayton Performing Arts Alliance. As a new model for arts leadership, the Dayton Performing Arts Alliance is committed to creating a healthy and vibrant Dayton community by working to build bridges among diverse communities, and serve as a catalyst for revitalization and economic development. Individual contributions, foundation grants, and community partnerships with area businesses make it possible to continue classical performing arts in our community, serve more than 75,000 K-12 students through our education programs each year, and present the highest level of performance excellence in the Dayton community.

POSITION SUMMARY

- Reporting to the Chief Development Officer, the Director of Individual Giving will be responsible for relationships with board of trustees and long-time donors as well as cultivating current annual fund donors and soliciting new donor relationships. The role will focus on following an established annual fund campaign strategy and securing gifts from individuals through face-to-face solicitation.

SPECIFIC POSITION RESPONSIBILITIES

Annual Fund Responsibilities

1. Manages DPAA relationships with individuals - identifying, cultivating, soliciting and stewarding individual gifts to meet annual revenue goals in the DPAA development plan.
2. Carries out Annual Fund giving campaign following priorities set by development plan.
3. Establishes, maintains, and manages a portfolio of current and prospective donors.
4. Creates written pieces and follows strategy for established annual fund campaign working in collaboration with graphic designer to assure consistent, compelling branding
5. Cultivates relationships with board members, volunteers, and vendors to assure annual fund materials and messaging reflect the Alliance brand.
6. Coordinates all aspects of telefunding program including list segmentation and strategy, vendor relationship and communication as implemented throughout the year
7. Plan and implement engagement strategies to maximize relationships with existing and new donors with the capacity to make significant annual fund gifts as well as major gifts.
8. Enhances donor experience by overseeing opportunities for interaction with the Alliance through written correspondence, one-on-one and small group interactions, and special events.
9. Works with the CDO to develop a pipeline of planned giving prospects and donors.
10. Serves as the staff lead to manage and direct Individual Giving Committee of the board, working closely with the CDO and chair of the subcommittee
11. Develops timely donor acknowledgement letters for each annual fund appeal and coordinates implementation with the Development Coordinator.
12. Manages volunteer committees to steward, thank, and solicit annual fund gifts; additionally, manages individual volunteers for office tasks, database entry, and special event support

QUALIFICATIONS AND EXPERIENCE

1. Minimum five to seven years of experience in fundraising including, but not limited to, annual fund, individual giving, planned giving, special events, campaigns, corporate giving
2. Comfortable engaging with individuals, subscribers and patrons in various one-on-one and group settings.
3. Able and eager to share the story of the Dayton Performing Arts Alliance to a variety of constituents verbally as well as in print
4. Ability to manage constituent relationships, develop solicitation strategies and execute moves management systems.
5. The ideal candidate is:
 - a. Motivated, enthusiastic, and personable
 - b. Exceptionally detail-oriented, highly organized
 - c. Possesses strong written, verbal, and listening communication skills
 - d. Has strong time management skills
 - e. Is comfortable balancing multiple high priorities with minimal direct oversight
 - f. Experienced in Raiser's Edge software
6. Experience in supervising staff and managing volunteer committees.
7. High degree of proficiency in Raiser's Edge, Microsoft Word, Excel and Power Point
8. Bachelor's Degree in Marketing, Communications or related field.
9. Passion for the performing arts with knowledge of the ballet, opera, and orchestra desirable.
10. Responsibilities related to events and working with volunteers may fall outside normal business hours including nights and weekends. Need to have a valid driver's license and access to a personal vehicle. Must be able to perform light to moderate lifting.

WORKING ENVIRONMENT

Salary plus benefits package including health and dental insurance, paid vacation leave. Fast-paced environment with events and performances focused between September and June. Fringe benefits include access to attend performances throughout the season.

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Nothing in the position description restricts management's right to assign or reassign duties and responsibilities to position at any time.

Interested applicants should send a resume and cover letter highlighting qualifications, as well as, salary requirements to Amber Rose, Chief Development Officer, at ARose@daytonperformingarts.org.
A position summary is also posted at <http://daytonperformingarts.org/dpaacareeropportunity>.

Resumes will be reviewed as submitted. You can also visit <http://daytonperformingarts.org/> to learn more about the Dayton Performing Arts Alliance and the impact the right candidate will help make in the Dayton region.