

Geva Theatre Center

Manager of Annual Giving

REPORTS TO: This full-time position reports to the Director of Institutional Advancement, a member of the theatre's senior staff.

OVERVIEW: The position collaborates with the Director of Institutional Advancement to identify, cultivate, solicit and steward annual individual donors, and major gift donors for Geva Theatre Center with a focus on strategies to attract new prospects and enhance current levels of support.

GENERAL DUTIES

- Work with the Executive Director and the Director of Institutional Advancement on overall fundraising strategy and development efforts for the theatre
- Work with the Director of Institutional Advancement to set annual goals and create strategies for raising funds and increasing funding from individuals
- Serve as a liaison to individual donors
- Research and identify new prospects for individual giving
- Work with other staff members on cultivation, fundraising, stewardship and reporting activities
- Work with the Board of Trustees and board committees to pursue funding opportunities through trustees' networks and contacts

KEY RESPONSIBILITIES:

- Manage and execute the theatre's comprehensive annual program/calendar for annual giving including renewals, appeals, and events, and ensure that the schedule is followed
- Manage and oversee the administrative and daily operations of the annual giving program, including the renewal process and list building, acknowledgment letters, thank-you notes, mailings, email follow-up, communications, invitations, benefit fulfillment, and recognition, and ensure an excellent donor experience
- Build and maintain relationships with individual donors via phone calls, ongoing written contact, personalized emails and events;
- Collaborate with Marketing staff to create fundraising appeals (both print and online)
- Provide thorough, accurate, and timely responses to all donor requests for information
- Develop strategy for creating a robust donor pipeline for future fundraising goals
- Develop systems with effective use of information technology, including databases and spreadsheets to track progress and streamline processes
- Collaborate with Director of Institutional Advancement to create a structured, systematic program for donor stewardship which will outlast changes in staff and assure perpetual relationships with donors
- Work with Advancement staff to plan/implement donor cultivation and recognition events
- Work with Advancement staff to plan/implement Summer Curtain Call, the theatre's annual fundraising gala
- Oversee donor retention calling campaigns
- Other responsibilities as assigned

Geva is committed to upholding the principles of equity, diversity, inclusion and anti-racist theater in recruitment of staff in all departments. We actively encourage applications from women, persons of color, LGBTQ individuals, and individuals with disabilities. Geva Theatre Center is an equal opportunity employer. All are welcome here.