

# STUDIO

THEATRE

September 2019

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**MANAGER OF INDIVIDUAL GIVING**  
DEPARTMENT: Development  
REPORTS TO: Director of Development

### **ABOUT STUDIO THEATRE**

Studio Theatre, Washington's premier venue for contemporary theatre, is seeking a creative and skilled MANAGER OF INDIVIDUAL GIVING to support its development department.

Since 1978, Studio Theatre has harnessed the power of live theatre to reflect a broad range of the human experience. And in that time, Studio has become a premiere cultural organization, anchoring the revitalization of Washington, DC's historic 14<sup>th</sup> Street District while also utilizing the promise of the arts to enrich lives.

As Studio Theatre enters into its fifth decade, we recently renewed our mission to include the animating purpose of our commitment to producing contemporary theatre: "Studio Theatre produces exceptional contemporary theatre in deliberately intimate spaces, fostering a more thoughtful, more empathetic, and more connected community, in Washington DC and beyond." At Studio, we deliver on this mission by producing a series of exceptional contemporary plays each year, productions that challenge, inspire, and engage our audiences. We equip over 35 interns and apprentices with practical on-the-job workforce development training and cultivate a new generation of theatre-goers through our student matinee program. Through community outreach and accessibility programs, we broaden and diversify our audience base, form ongoing relationships with community partners, and reduce barriers to entry for over 11,000 neighbors and friends with deeply discounted tickets all season long.

### **THE OPPORTUNITY**

Reporting to the Director of Development, the Manager of Individual Giving will be responsible for the management and successful execution of Studio's individual giving programs and commensurate benefit fulfillment; oversight of membership processes, procedures, and activities including maintenance of donor management systems and development and execution of cultivation strategies and stewardship events; and the creation of individual giving acquisition campaigns designed to increase support to annual fund. The role will manage a donor portfolio of individuals contributing below \$2,500. The successful candidate will also support the major giving efforts of the Director of Development, Managing Director, Artistic Director, and members of the Board and assist with annual fundraising events. Additionally, there are growth opportunities in the areas of capital campaign assistance and planned giving rebranding.

### **KEY RESPONSIBILITIES**

#### Membership Management

- Maintain personal portfolio of donors below the \$2,500 level through Inside Studio, Studio Theatre's annual membership program
- Monitor membership benefit budgeting, tracking, and fulfillment
- Work inter-departmentally to assist in the development of annual appeals strategies for both calendar and year-end membership acquisition campaigns
- Work collaboratively with the Director of Development each year to develop realistic and attainable budget projections related to all forms of individual giving contributed revenue goals
- Update annual marketing materials, platforms, and collateral (including brochures, rack cards, web pages) related to the Inside Studio membership program
- Use the Tessitura database to update and manage Plans, research and donor communication as it relates to donor levels ranging from \$1,000-\$2,500 and other high capacity prospects each fiscal year
- Support Board-led quarterly Development Committee meetings with progress on goals, renewals, campaigns, and acquisition plans

#### Donor Engagement

- Plan and execute cultivation and stewardship moments, ranging from exclusive membership events to the annual fundraising Benefit
- Develop thoughtful moves management strategies through interactions that deepen relationships, increase giving, and encourage deeper levels of commitment
- Deliver excellent and expedient customer service, assisting members with all ticketing requests, general account information, and any institutional inquiries

#### Major Gift and Capital Campaign Support

- Serve as key staff support for the Membership Committee of the Board
- Support senior leadership in the strategic thinking to renew and upgrade major donors specifically with meeting scheduling, preparation and briefs, collateral, and ask strategy
- Generate research on prospects as well as provide cultivation assistance
- Work cross-departmentally to organize and promote special events including generating event lists, designing invitation copy, and coordinating event logistics

### **QUALIFICATIONS**

Candidates must be highly organized, detail- and deadline-oriented, and hold a Bachelor's degree, or above. Candidates should also possess at least five years of progressively responsible experience in development, with a minimum of two years in major gifts fundraising.

Studio Theatre is an energetic, fast-paced, and creative environment. To join our team, we require strong organizational and project management skills, impeccable attention to detail, and ability to function as both a team leader and team player. Candidate will be able to manage and execute multiple processes, work on tight deadlines, and possess a natural instinct to take initiative and ownership for outcomes. The ideal candidate will have demonstrated management and leadership skills and possess a high degree of comfort interacting with donors at all levels. Experience in Tessitura and Microsoft Office programs (especially Excel) are strongly preferred. Evening and weekend hours for performances and events required.

Studio Theatre offers a competitive salary with excellent benefits including matching 401K.

Studio Theatre is an equal opportunity employer. Applicants from diverse backgrounds are strongly encouraged to apply.

Email resume, cover letter, and references to [employment@studiotheatre.org](mailto:employment@studiotheatre.org).