

**INDIVIDUAL GIVING MANAGER
(Full-Time Salaried – Exempt)**

POSITION ANNOUNCEMENT

About East Bay Center for the Performing Arts

East Bay Center for the Performing Arts (the “Center”) was founded in Richmond, California immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today, our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond children and youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,500 youth in 17 schools and 300 students at our main site through private lessons and tuition-free group classes. The Center’s staff consists of 25 administrative staff and approximately 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

About the Position

Under the direction of the Director of Advancement, the Individual Giving Manager is responsible for helping the organization reach its fundraising goals by driving efforts to secure gifts - with a particular focus at the level of \$2,500+, primarily from individuals and family foundations. At the same time, the Individual Giving Manager lays the groundwork for significant future growth in this area by deepening partnerships with existing donors and developing new donor relationships. In collaboration with the Director of Advancement and members of the board Development Committee, the Individual Giving Manager will identify, cultivate, solicit and steward prospects with a giving capacity of \$5,000+, develop strategies for candidates for the board of directors, and help build a pipeline of prospects for endowment giving and planned gifts. The Individual Giving Manager stewards and cultivates a portfolio of donors and prospects and takes responsibility for meeting an ambitious annual revenue target for this area. As the organization is in a season of growth, with a goal to increase our annual operating budget to a minimum of \$5M by FY26/27, the Individual Giving Manager is responsible for securing \$1M in revenue annually. The position also assists with special events, including conception, planning and implementing strategic donor cultivation events and assisting with fundraising and logistics for the annual gala and other events as needed.

Some Key Responsibilities

Major Gifts and Donor Portfolio Management (65%)

- Manage tracking systems for major donor stewardship and prospect cultivation.

- Work with Director of Advancement to develop annual forecast for the major gift program, tracking progress to ensure targets are met
- Develop short- and long-term strategies for donors to make annual, multi-year, and campaign commitments to the Center, with a focus on growing annual operating commitments
- Conduct personal donor visits, research, cultivate and steward relationships leading to a solicitation
- Enlist the participation of the ED, board members, and other volunteer leadership in the major gift solicitation process
- Develop strategy memoranda and meeting scripts to prepare senior staff to make successful asks, demonstrating understanding of donor interests and philanthropic habits
- Identify new major gift prospects by reviewing current donor base, incoming new gifts, peer organization donor lists, and other research sources, including Board members and other Center donor networks
- Contribute to the development and implementation of the Center's annual fundraising plan, regularly monitoring and updating the plan to ensure success.
- Develop strategy for donor research around wealth capacity and connections.
- Create and execute strategy for expanding base of annual individual donors leading to initial, repeated, and upgraded gifts, including personal meetings and other touch points.

Special Events & Stewardship (25%)

- Plan and implement strategic donor cultivation and stewardship events, including and in close partnership with the Director of Advancement, the annual gala
- Enlist support from high-level donors and volunteers to host events and make warm introductions to new prospects
- Manage post-event follow-up and strategies
- Write solicitation letters, proposals, donor recognition pieces, and other materials as needed

Database & Operations (10%)

- Maintain updated donor profiles and giving information in Salesforce; leverage database to document donor meetings and track all moves
- Ensure that pledges are documented and payments tracked for accounting purposes
- Produce regular reports tracking significant moves and progress against revenue targets

Knowledge, Skills and Abilities

- Strong commitment to the Center's mission, constituency and community
- Solid industry knowledge of fundraising processes, protocols and procedures
- Outstanding communication skills, both written and oral; ability to influence and engage a range of stakeholders and build long-term donor relationships
- Strong attention to detail and documenting projects, activities and outcomes
- Ability to work in a fast-paced environment and manage multiple priorities
- Experience working with donor databases is required, Salesforce experience a plus
- Ability to meet internal and external deadlines
- Substantive knowledge of the diverse performing arts community and a passion for youth and underserved constituencies

- Excellent computer skills, including proficiency in Microsoft Office suite, Google Drive applications, and Zoom web conferencing

Education and Training

- Bachelor's degree in related area and/or equivalent experience/training
- Minimum seven years' experience working in nonprofit organizations, including demonstrated success in major donor identification, cultivation, solicitation, and stewardship.

Work Schedule

- Monday – Friday, 40 hours per week. Some evenings and weekends may be required.

Physical Requirements

- Prolonged periods sitting and working on a computer to complete necessary paperwork.

Other Requirements

- East Bay Center for the Performing Arts strives to be a safe and healthy work environment for our staff, students and constituents, including free from the exposure to COVID-19. As a condition of employment, all Center staff are required to be fully vaccinated against COVID-19. Therefore, all candidates must provide proof of being fully vaccinated before they are able to begin work. Proof of two vaccination shots are considered to be fully vaccinated.
- Must successfully pass a comprehensive Criminal Background Check.
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States.
- Must complete the required annual harassment and discrimination training and other training as needed.

Salary

- Salary range is \$80K-\$90K annually, with a robust benefits package, including health/vision/dental options and 401K employer matching program.

Application Process

***If interested, please submit to Deborah Preston, Director of Human Resources:
Deborah.preston@eastbaycenter.org***

- ***Resume and cover letter as a Word or PDF document***
- ***A list of three professional references***
- ***Please include "Individual Giving Manager" in the subject line.***

Please note that failure to submit the required documents may disqualify you from further consideration.

East Bay Center for the Performing Arts is an Equal Opportunity Employer.