

# EAST BAY CENTER FOR THE PERFORMING ARTS

## INDIVIDUAL GIVING MANAGER (Hybrid - Richmond, CA)

### About East Bay Center for the Performing Arts

For more than 56 years, [East Bay Center for the Performing Arts](https://www.eastbaycenter.org/) has been a cultural beacon in



Richmond, California, engaging children and youth with transformative, tuition-free arts education. Our programs are designed to create safe, rigorous, supportive spaces where young people can explore and express themselves through cross-cultural performing arts—catalyzing personal growth, community connection, and social change. Every day, our work at the Center demonstrates the power of art to unite and uplift people of diverse backgrounds and create new ways of seeing the world. East Bay Center serves 4,000+ children and youth each year from communities reflective of the city's demographics: 95% of our students are youth of color, 80%

come from low-income families, and 40% are English language learners. Through the active creation of original art, we emphasize social justice and the skill, effort, courage, and discipline needed to successfully prepare, create, and perform!

In our next 50+ years, we aspire to engage thousands more youth and strengthen our role as a community hub and cultural anchor in Richmond. Despite their importance, affordable, culturally relevant, sequential musical and performing arts training opportunities for youth are scarce in Richmond. The need is clear: schools in our district face significant challenges in securing sufficient funding for the arts, and 90% of CA public schools do not meet state standards for arts education. East Bay Center fills this void through tuition-free, healing-centered performing arts programs at our main site (70+ weekly classes) and sequential arts education in 15 Richmond public schools.

### The Opportunity

The Individual Giving Manager plays a critical role on the development team, frequently serving as an ambassador of the department with committees of the Board as well as with donors. This is an exciting time of growth and new leadership for the Center, which is pursuing a strategic plan that aspires to increase the annual budget to support expanded work and impact. This role serves as the logistical “engine” of the department, organizing and driving forward key operations and moves management activities for individual donors at all levels. In addition, the manager works to upgrade and retain annual donors with a particular focus at the \$25-\$2,500 level and lays the groundwork for significant future growth in major gifts by developing and deepening donor relationships, and supporting the Executive Director and Director of Advancement in managing their donor portfolios. The position also assists with special events, including conceiving, planning and implementing strategic donor cultivation events and assisting with fundraising and logistics for the annual gala and other events as needed. The manager reports to the Director of Advancement, and collaborates closely with the Controller to implement best practices and strategically manage the team's systems and processes.



Developing Young Artists  
Re-Imagining the World

339 11<sup>th</sup> Street  
Richmond  
CA 94801-3105

[eastbaycenter.org](https://www.eastbaycenter.org)

## Key Responsibilities

### Donor Management (60%)

- Collaborate with Director of Advancement to develop annual forecasts for donors at all levels and short and long-term strategies for donors to make annual, multi-year, and campaign commitments to the Center, with a focus on growing unrestricted and multi-year commitments
- Develop and manage tracking systems for stewardship of donors at all levels in the CRM (currently Salesforce)
- Provide proactive operational support to the Executive Director and Director of Advancement in managing their portfolios successfully including tracking and prompting moves management activities, and preparing talking points and strategies for donor meetings
- Conduct prospect and pipeline development research to expand major gifts program; identify strongest prospective donors and donors with the capacity and inclination to give at higher levels over time
- Collaborate with the programs team and Communications Manager to draft and publish key materials for individuals and family foundations including proposals, annual appeals, marketing materials, newsletters and stewardship materials, event collateral etc.

### Development Operations and Events (40%)

- Maintain current donor profiles and giving information in CRM; leverage database to document donor meetings and track all moves management activities completed and future activities to be scheduled
- Produce regular reports tracking significant moves and progress against donor visit and revenue targets
- Collaborate with the Controller to ensure donations are promptly entered in the CRM, recognized with a receipt, and reconciled in accordance with best practices; ensure pledges are documented and are payments tracked for accounting purposes
- Work with the Executive Director to schedule Board events and meetings, and oversee the Board calendar; attend Board committee meetings, take minutes, and ensure that all Board materials are archived appropriately
- Direct internal strategy, planning, and implementation of strategic donor cultivation and stewardship events, including the annual gala; liaise with external event planning consultants on additional planning items

## Ideal Candidate Attributes

Please don't hesitate to apply even if you don't meet all ideal qualifications - we value diverse perspectives and are committed to fostering growth within our team!

- Strong commitment to the Center's mission, constituency, and community; direct experience working directly on social justice causes and/or with youth is highly valued
- Demonstrates a commitment to cultural humility by actively seeking to understand and respect diverse perspectives, fostering an inclusive environment that values collaboration and mutual learning
- Minimum of 3+ years of experience working in development
- Outstanding attention to detail and strong communication and organizational skills, both written and oral required

- Previous experience interfacing with Boards and project managing events is highly desired
- Ability to work in a fast-paced environment and manage multiple priorities
- Experience managing donor databases; Salesforce experience a plus

### **Benefits and Culture**

This hybrid position is based in Richmond, California. The Center believes each team member is vital to the organization's success. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief. Our staff and leadership demonstrate the ways in which our work is continually enhanced by a diversity of thought and perspectives. Our team prioritizes rest, restoration, and creativity as part of encouraging our teammates to live healthy, balanced lives. We celebrate the successes of our team and work collaboratively toward common goals in service of our shared commitment to social justice for youth in the face of systems of oppression.

We are offering a competitive salary range of \$93,800-112,600 based on qualifications. East Bay Center also offers a comprehensive benefits package that includes:

- Health, Dental, and Life Insurance
- Vision, Short- and Long-Term Disability
- Time Off Benefits - including Paid Sick Leave, Vacation, 12 Paid Holidays, Paid Family Leave (PFL), Bereavement Leave, Pregnancy and Pregnancy-Related Disability Leave and Accommodations, Reproductive Loss Leave
- Flexible work schedule
- Retirement, 4% Employer Contribution (after one year)

### **How to Apply**

Please submit a thoughtful cover letter and resume to: Susannah Sallin, Search Consultant to Non-Profits, [susannahsallin@gmail.com](mailto:susannahsallin@gmail.com). We will respond to all applicants. Thank you.