

# ST. ANN'S WAREHOUSE

## DIRECTOR OF INDIVIDUAL GIVING

The Director of Individual Giving is a key leadership position in the Development team at St. Ann's Warehouse, a renowned, mid size, international performing arts organization, located in DUMBO, Brooklyn. The Director of Individual Giving joins St. Ann's at a time of major growth and transition, having recently completed a Capital Campaign and established a permanent new home on the Brooklyn Waterfront. (S)he is responsible for cultivating and stewarding robust "Inside Circle" and major gifts programs for individual donors; identifying and developing new sources of support for productions and programming initiatives, capital projects, and event underwriting. St. Ann's Warehouse is seeking an outgoing, creative and accomplished individual at an opportune and exciting moment in our history.

### **Duties include:**

- With Artistic Director and Director of External Affairs, planning and implementing development strategies and goals long term and for each fiscal year;
- Actively developing relationships with new donors and soliciting entry-level gifts of \$1,800 and above for the Inside Circle;
- Identifying and managing major donors, prospects and Board candidates;
- Shepherding services to individual donors including arranging performance tickets and greeting donors at St. Ann's productions and cultivation events as required;
- Planning, coordinating and executing annual appeals (both mailed and digital) including the end of year and strategic campaigns for season or project-specific initiatives;
- Managing financial reporting pertaining to all individual donors and reconciling all gifts with the Finance Department;
- Identifying, interviewing, training, and managing Development interns.
- Overseeing Development support staff:
  - Stewarding Members above the \$500 level in conjunction with Membership, and cultivating potential major gifts and Inside Circle donors from this group;
  - Tracking all \$500 gifts and above, sending out monthly solicitation and renewal materials and following up with current donors for the annual, Board, and production funds;
  - Conducting prospect research and preparing individual giving profiles;
  - Preparing acknowledgement letters for all individual gifts from the \$500 level and above.

### **Annual Gala:**

Responsible for planning and implementing the St. Ann's Annual Gala, currently for over 500 people, including:

- With Artistic Director, Development and Production staff, planning and directing all aspects of the Gala from invitations to décor to catering;
- Coordinating with Production and Facilities staff that all aspects of the Gala are operating smoothly and troubleshooting potential issues;
- Leading and coordinating with St. Ann's Board, Honorees, and Gala Committee their individual appeals and, where appropriate, soliciting gifts on their behalf;

- Soliciting additional Gala Committee members, table, ticket buyers and contributors from St. Ann's individual giving and audience pool;
- Overseeing acknowledgements plus record-keeping for all Board, Honoree, and individual guests;
- Coordinating and implementing follow up strategies and cultivation of all Gala Chairs and guests;
- Managing the Gala budget with Production and Artistic staff;
- Keeping excellent records of all aspects of the Gala for future planning.

**Special Events:**

Responsible for planning and implementing approximately 15 events per year, from Opening Night parties (400+ people) to Inside Circle events at local restaurants (25-40 people) to intimate pre- or post-show artist receptions.

**Desired Qualifications:**

- Appreciation and respect for donors and their interests;
- Planning and problem-solving skills, the ability to manage multiple tasks simultaneously, and the ability to work and collaborate as part of a creative team;
- A proven track record in working with Board members, and soliciting and securing gifts from individuals;
- Familiarity and appreciation for the performing arts, including St. Ann's programming;
- Bachelor's Degree with a Masters in an arts administration field helpful;
- Minimum of five years' hands on experience with fundraising and individual donor relations in the performing arts field;
- Excellent personal and written communication skills and a sense of humor;
- A working knowledge of New York City philanthropy;
- Knowledge of all Microsoft Office programs and Blackbaud Raiser's Edge or similar donor-management databases.

**Start date:** Immediately. Competitive salary is commensurate with experience and includes excellent benefits. To apply please email cover letter, resume, and three references to [jobs@stannswarehouse.org](mailto:jobs@stannswarehouse.org). Incomplete applications will not be considered. No phone calls please.

*St. Ann's Warehouse is an Equal Opportunity Employer.*

September 1, 2017