

ST. ANN'S WAREHOUSE

DIRECTOR OF INDIVIDUAL GIVING

The Director of Individual Giving is a key leader of the Development team at St. Ann's Warehouse, a mid size, international arts organization, located in DUMBO, Brooklyn. The Director of Individual Giving joins St. Ann's at a time of major growth and transition, after completing a \$31.5m Capital Campaign and establishing a permanent home in its new building on the Brooklyn Waterfront. The Director of Individual Giving, who reports to the President/Artistic Director, is responsible for identifying, cultivating, soliciting, and stewarding Major Gifts and shepherding a growing "Inside Circle" giving program for individual donors.

Now entering the third season in its historic new theater, St. Ann's Warehouse has diversified its funding base, and it is the responsibility of the Director of Individual Giving to identify and develop new sources of individual support for capital projects, productions and programming initiatives, potential Board candidacy, and event underwriting. The Director of Individual Giving will inherit a growing portfolio of individual donors at a time when St Ann's \$6m annual budget doubled over the past two years. St. Ann's Warehouse is seeking an outgoing, creative and accomplished individual to expand on this growth at an extraordinarily opportune and exciting moment in St. Ann's history.

Duties include:

- With Artistic Director and Director of External Affairs, planning and implementing a development plan and strategy for the Inside Circle, Major Gifts, and Production support 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 Gifts donors, prospects and Board candidates;
- Stewarding 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 surrounding season or project-specific initiatives;
- Managing financial reporting pertaining to all Individuals, including Board, Inside Circle, Capital and Production support, and reconciling all gifts with the Finance Department;
- Identifying, interviewing, training, and managing Development interns.
- Overseeing Development support staff:
 - Overseeing and 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 gifts for the Annual, Board and Capital funds 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, rentals, program and signage, front of house, ushers and security;
- 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 members their individual appeals to potential guests and donors and, where appropriate, soliciting gifts on their behalf;
- Soliciting additional Gala Committee members, table, ticket buyers and contributors from the St. Ann's individual giving pool;
- With Artistic Director, Board and Honorees, overseeing seating for all Gala tables and Gala ticket-buyers/guests;
- Acknowledgements plus record-keeping for all Board, Honoree, and individual guests;
- Coordinating and implementing follow up strategies and cultivation for 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:

- 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 Board development and soliciting and securing major gifts;
- Bachelor's Degree with a Masters in an arts administration field preferred;
- Minimum of five years' hands on experience with fundraising and 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, three references, and salary history to jobs@stannswarehouse.org. Incomplete applications will not be considered. No phone calls please.

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

June 27, 2017