

Events and Membership Manager, St. Ann's Warehouse

The candidate must be an organized, detail-oriented individual with exceptional skills in donor relations, database management, writing and editing, and multi-tasking. The position reports to the Director of Development and supports the entire development team. 3-5 years of experience in development or similar expertise preferred.

DEVELOPMENT

- Coordinating the membership (\$65 - \$1,000) program, including solicitation, acknowledgments, stewardship and benefit fulfillment;
- With Director of Development, managing Inside Circle program (\$2,500 - \$9,999) including stewardship and benefit fulfillment;
- Tracking all incoming gifts and updating reports, etc... that help ensure timely solicitation and renewal materials;
- Drafting acknowledgements and renewal letters for Major Gifts, Board giving, Inside Circle, and Membership; *(this may go to data person)*
- Developing materials in coordination with the Director of Development and Marketing team including Season announcements, invitations to Special Events, and Gala materials;
- Identifying existing donors in the membership program and new prospects to cultivate for the Inside Circle program;
- Providing comprehensive financial reports and exports from Raisers Edge to the Artistic Director, Director of Finance and Director of Development on Membership, Major Gifts Inside Circle, Gala prior to Board Meetings;
- Conducting prospect research for new and existing donors as needed;
- With Director of Development and in coordination with Marketing department, planning and executing annual appeals (both mailed and digital) including the end of year and strategic campaigns surrounding season or project-specific initiatives;

EVENTS

- Managing the execution of Opening Night parties (approx. 5-8 per season) including décor, catering, rentals, seating, and invitation;
- Coordinating all Inside Circle dinners and receptions throughout the Season;
- Executing 2 to 3 large-scale Inside Circle/Major Donor events;
- Keeping and tracking multiple invitation lists with updated donor information;
- Working with the Development/Special Events staff of our co-presenters to assure smooth event management across the board.

GALA

- With Artistic Director, Director of Development and general management team, managing the planning and implementation of the St. Ann's annual Gala, currently for over 500 people including the catering, décor, research, guest tracking, vendor research, and tracking incoming gifts;
- Coordinating with Production and Facilities staff that all aspects of the Gala are operating smoothly and troubleshooting potential issues;
- Overseeing seating of all Gala tables and Gala ticket-buyers/guests;
- Updating and tracking the timeline leading up to the event and day of timeline;
- Drafting and acknowledging individuals for their support and gala participation;
- Keeping excellent records of all aspects of the Gala for future planning.