Individual Giving Manager

Salary: $70,350 annually
Status: Full-Time, Exempt

About ACT
ACT is where artistic ambition and civic engagement unite. We envision a world where the power of theatre expands our collective understanding of community and our own humanity. Over the last 57 years, ACT has supported these voices as they sharpen and grow and has honed its mission around nurturing the theatre makers of the next generation.

As the voice of the Pacific Northwest, our commitment to New Works by local playwrights brings Seattle’s voice beyond our stages, and into the national conversation. ACT is dedicated to producing bold, relevant, works on contemporary themes that spark an authentic curiosity about the human condition to deliver groundbreaking work.

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

About the Role
Do you have a passion for the arts? Do you enjoy donor cultivation and advocating for the arts? ACT’s contributed revenue-focused, impact-driven Development team is hiring!

The Individual Giving Manager is responsible for maximizing contributed income from and building relationships with individual donors ($1 - $9,999), while contributing to the overall fundraising excellence of ACT. This position is charged with growing ACT’s individual giving program, through a variety of channels including Annual Fund and Partner Circle Programs, key aspects of ACT’s contributed income. They develop, manage, sustain, steward, and grow contributed revenue sources, which contribute to ACT’s economic stability and multimillion-dollar goals.

The Individual Giving Manager successfully creates and manages multiple campaigns in the fiscal year and coordinates their implementation across all departments. They must be steeped in all organizational activities so they may successfully and succinctly articulate our case for support and secure donations to achieve our goals. The Individual Giving Manager creates the materials needed for ACT Executives and Volunteers to help steward, solicit, cultivate, and thank individual donors.

The Individual Manager serves as the primary liaison with the Marketing Department and as the Development Teams designated lead user of Tessitura. They bring a strategic approach to funding and developing systematic work processes, steward gifts, and establish and manage processes for fulfillment. They work with the Development Coordinator, Stewardship and Events to cultivate donors and fulfill promised benefits. They work with the Development Coordinator to code gifts for data entry and acknowledgement.
As one of the primary external voices of ACT, they must execute that voice with care, creativity, authenticity, and good judgement. This role actively participates as a key member of ACT’s staff in helping achieve all goals related to Equity, Diversity, Inclusion, Accessibility, and Belonging.

Benefits include health insurance, generous paid time off and holidays, 403b plan, access to $5 downtown parking, and free tickets to ACT productions. COVID-19 vaccination is a condition of employment.

Responsibilities Include (But Are Not Limited To):

- Responsible for the cultivation, acquisition, stewardship, and renewal of individual donors
- Manages two of ACT’s Partner Circles, Players Circle ($100-$1,499) and Actors Circle ($1,500-$9,999) membership programs
- With the Director of Development, creates an annual plan for membership that includes integrating strategic renewal cycles and Annual Fund appeals
- Implements a comprehensive strategy for identifying and acquiring new members, renewing expired members, and upgrading current members through direct communications, online campaigns, and all other special initiatives
- Creates and executes all initiatives outside of a regular cycle; GiveBIG, Giving Tuesday, and other campaigns as identified
- Develops strategy to convert single ticket buyers and subscribers to donors and Partner Circle members
- Develops campaign themes and writes copy for membership and other activities, including direct mail appeals, e-marketing, web copy, newsletter stories, and related copy for ACT show programs and acknowledgement letters
- Build and maintain relationships with individual funders
- Identify new prospects; create and implement cultivation plan for new and existing donors
- Create giving opportunities to meet goals and identify targets for growth
- Develop and manage the individual program calendar in coordination with all other organizational activities and communications
- Manage part-time Development Coordinator
- Establish and maintain collaborative working relationships with development colleagues, Trustees, and other constituents to maximize the department’s total contributed revenue

About You

- Minimum three years relevant experience in a non-profit setting development/philanthropy setting
- Bachelor’s degree (preferred)
- Experience with CRM/donor management databases (knowledge of Tessitura a plus)
- Outstanding organizational skills; attention to detail; professional presence; strong customer relations skills; ability to manage multiple priorities while maintaining strict confidentiality
- Superior analytic, writing, editing, proofreading, and verbal communications skills
- Exceptional interpersonal skills with the ability to interact effectively with leadership, prospects, donors, and artists
- Community relations skillset with the ability to communicate and work effectively within a diverse community
- Bring a high degree of creativity, resourcefulness, and energy to expanding how we engage and cultivate donors in order to exceed our goals
- Ability to foster effective working relationships within a team environment
- Comfort and confidence communicating by phone, email, and in person
Intermediate or advanced knowledge of the Microsoft Office Suite, Slack, Asana, and other tools
Drive to collaborate to achieve common goals; problem-solver; detail-oriented; support driven; capacity to work independently on multiple projects at a time
Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
Occasional availability to work evenings, weekends, and non-traditional work hours in alignment with ACT’s performance and event calendar as needed
Ability to pass a background check

Equity and Inclusion
ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:
- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism, and building cultural competency and exhibit a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging

Physical Skills/Work Environment
While performing the duties of this job, the employee is regularly required to operate a computer and telephone. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment. Must be comfortable with cold calls and other forms of direct, initiated conversation.

Work environment includes a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces.

To Apply
Submit resume and interest with “Individual Giving Manager” in the subject line to work@acttheatre.org