

Dallas Summer Musicals Job Description

Position:	Director of Individual Giving
Reports to:	Vice President of Development
FLSA Status:	Exempt
Effective Date of Description:	October 2017

Job Summary:

The Director of Individual Giving is responsible for the development, implementation and overall management of Dallas Summer Musicals' (DSM) fundraising programs for individual donors, generating more than \$2 million in contributed revenue for the organization. Responsibilities include execution of fundraising strategy, donor renewals and acquisition, development of targeted fundraising campaigns, implementation of membership program, donor data management and analytics, and management of a portfolio of donors and prospects with a giving potential of \$5,000 or higher.

Job Description:

1. Work with a team of Development professionals to execute a comprehensive Development plan with measurable goals and outcomes
2. Responsible for fundraising, cultivation and stewardship of individual donor programs
3. Provide oversight and strategy for all membership benefit structures, solicitations, recognition and acknowledgments
4. Collaborate with relevant departments on donor ticketing presales and implementation of fundraising within marketing and ticketing initiatives
5. Provide strategy/oversight of Development special events, including Gala
6. Provide strategy/oversight on annual Exec and Board dues campaigns
7. Collaborate with Board/Exec on networking and solicitation of donor prospects
8. Provide strategy/oversight for membership and individual donation campaigns including print and digital appeals/communications
9. Provide strategy/oversight of all Development data management in DSM data base platform (Archtics) and transition from Raiser's Edge platform
10. Develop and manage daily, weekly, monthly financial reporting and analytics
11. Evaluate database and partnership resources to ensure data base is utilized most efficiently for Development goals/productivity
12. Manage portfolio of donors and prospects via meetings, solicitation, cultivation and stewardship
13. Engage donors and prospects during performances in donor lounge and cultivation events
14. Plan and implement donor recognition initiatives
15. Research and identify individual donor prospects
16. Assist in donor ticketing and subscription transactions for high-level donors as needed; including proactive engagement in concierge service

17. Collaborate with VP of Development on development and tracking of departmental budget
18. Work with Finance department on monthly reconciliation of individual donations

Credentials, experience and skill sets:

1. Demonstrated experience leading, managing and motivating a staff of full and part-time employees.
2. Demonstrated financial management experience including budgeting, reporting and maintaining financial controls and discipline within a department.
3. Five + years' of demonstrated success in fundraising for nonprofit organizations – performing arts preferred
4. Experience marketing development programs to prospective donors
5. Proven ability to represent DSM to current and prospective donors and funding sources
6. Successfully organize and manage complex and lengthy projects
7. Strong written and verbal communication skills, able to comfortably present ideas in a persuasive manner
8. Work effectively with teams up, down and across organizational lines
9. Experience managing development data and analytics within data base platforms
10. Handle confidential data with sensitivity
11. Demonstrated high level of proficiency with Microsoft Office products such as Outlook, Excel, Word and Power Point
12. Bachelor's Degree

Interested candidates please send a cover letter and resume to employment@dallassummermusicals.org