Job Title: Manager of Corporate Giving

PURPOSE OF THE JOB
The Manager of Corporate Giving is responsible for the design, implementation, and management of the Ensemble business membership program. This position identifies, cultivates, and personally solicits prospects, resulting in the consistent acquisition and retention of members and donors. Assists with sponsorships.

ESSENTIAL JOB FUNCTIONS

• Serves as a primary fundraiser. Executes best-in-class business fundraising program that broadens the Kauffman Center’s member and donor base.
• Responsible for meeting or exceeding annual fundraising goal of $400K-$600K.
• Maintains portfolio of 50-75 prospects.
• Responsible for overall success of Ensemble events.
• Plans and executes comprehensive cultivation, acquisition, upgrade, retention, and lapsed member strategies, which include face-to-face solicitation and special events, as well as print, digital and social media campaigns.
• Responsible for developing and meeting all event and project timelines.
• Responsible for creating, meeting, and monitoring Ensemble annual budget and forecast.
• Coordinates all activities of the volunteer-led Ensemble Advisory Council (EAC) in collaboration with the Ensemble volunteer chair. This includes scheduling meetings, creating agendas and meeting materials, preparing meeting minutes, identifying members to serve on Council, responding to EAC member questions and issues, providing appropriate solicitation materials for EAC members, etc.
• Takes a holistic approach to fundraising by identifying and referring prospects to programs that may be a better fit for the donor, e.g., sponsorship, endowment, major gifts, underwriting.

ESSENTIAL SKILLS AND ABILITIES

• Proven experience raising a minimum of $400K annually.
• Excellent written, verbal, and interpersonal communication skills.
• Strong knowledge of and ability to collaborate with key donors and corporate and community leaders.
• Ability to broaden and diversify current donor base.
• Experience leading, motivating, and working effectively with high-level volunteers and volunteer-led committees.
• Proven ability to multi-task and juggle multiple projects at the same time.
• Event planning experience.
• Excellent organizational and time-management skills.
• Strong knowledge and experience with MS Office Suite (Word, Excel, PowerPoint).
• Knowledge of Tessitura or other donor software; experience tracking and recording all prospect/donor interactions.
• Collegial and collaborative work style with internal staff and outside vendors.
• Available to staff development-related and non-development programs and activities as needed.

PREFERRED QUALIFICATIONS
• Minimum of five years’ experience in development or related work where candidate has directly solicited individuals and other external sources.
• Bachelor’s Degree

WORK SCHEDULE
• This full-time position requires a flexible schedule and ability to work evening and weekend events as required.

ORGANIZATIONAL VALUES
Adheres to and promotes the organization’s values (see below):

<table>
<thead>
<tr>
<th>Own it, get it solved</th>
<th>Aim for excellence</th>
<th>Be enthusiastic</th>
<th>Act with respect</th>
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</thead>
<tbody>
<tr>
<td>Integrity</td>
<td>Striving to improve or meet a standard of excellence</td>
<td>Flexible</td>
<td>Service</td>
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<tr>
<td>Honest communication</td>
<td></td>
<td>Fun</td>
<td>Considerate of others</td>
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<tr>
<td>Transparency</td>
<td>Motivated</td>
<td>Embraces new ideas</td>
<td>Treat others with dignity and care</td>
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<td>Trustworthy</td>
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<td>Work toward shared goals</td>
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<td>Responsible</td>
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The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.
INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.