

<b>Job Title:</b>	Manager of Individual Giving
<b>Reports To:</b>	Vice President of Development

**PURPOSE OF THE JOB:**

The Manager of Individual Giving is responsible for the implementation and management of the Kauffman Center’s individual membership programs, including Spotlight Premier, Spotlight and Adventure Circle. This position identifies, cultivates and personally solicits prospects and stewards members, as well as directs and guides additional programs and events. This position is a key member of the Development Department team and is responsible for funding raising goals of \$650,000 to \$800,000

**ESSENTIAL JOB FUNCTIONS:**

- Oversees individual membership programs and events that broaden and diversify the Kauffman Center’s member and donor base.
- Ensures membership programs meet financial goals and stay within budget.
- Serves as a primary fundraiser for the Kauffman Center, with primary focus on individual membership programs.
- Identifies, cultivates, and personally solicits individual prospects, resulting in the consistent acquisition and retention of members and donors.
- Maintains portfolio of 50-75 prospects.
- Plans and executes comprehensive cultivation, acquisition, upgrade, retention, and lapsed member strategies for Spotlight Premier, Spotlight and Adventure Circle, which includes face-to-face solicitation and special events, as well as print, digital and social media campaigns.
- Responsible for developing and meeting all individual membership events and project timelines.
- Responsible for creating, meeting and monitoring individual membership annual budgets and forecasts.
- Develops external alliances and collaborations to achieve fundraising goals.
- Broadens and diversifies the current donor base.
- Takes a comprehensive approach to fundraising by identifying and referring prospects to programs that may be a better fit for donor, such as sponsorship, endowment, major gifts, underwriting, corporate membership.
- Is an external-facing member of the Development Department, while also working closely with all other Kauffman Center departments, including Marketing, Catering, Back of House, Front of House and volunteers.

## **ESSENTIAL SKILLS AND ABILITIES:**

- Proven experience raising a minimum of \$650K annually.
- Excellent written, verbal, and interpersonal communication skills.
- Strong knowledge of and ability to collaborate with key donors and community leaders.
- Ability to broaden and diversify current donor base.
- 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**

- College degree in related field and/or the equivalent of related experience.
- Minimum of five years' experience in development, membership or related work in which the candidate has directly solicited individuals and other external sources.
- Demonstrated professional level of communication skills, customer service skills and business writing.
- Comfortable working with senior executives, major donors, members, prospects, and volunteers.
- Demonstrated ability to work collaboratively, proactively and professionally both internally and externally.
- Comfortable working to targets/performance indicators and with financial projections, reporting and strategic planning.
- Proficiency in Microsoft Office suite applications.
- Comprehension of and experience using CRM/donor management databases. Tessitura experience preferred.
- Ability to be flexible, work independently, prioritize efficiently and multitask effectively with a varying, evolving and intense workload.
- Expertise with Wordfly or other email campaign databases.
- Strong attention to detail and results driven.
- Respect confidentiality.
- High emotional intelligence.

**ADMINISTRATION:**

- This full-time position requires the ability to work evening and weekend events, meetings and other activities as required.
- Works with the Development Coordinator on projects and events.
- Uses Tessitura donor database system to track and record all prospect/donor interactions.
- Ability to work evening and weekend events as required.
- Performs other duties as required.

**ORGANIZATIONAL VALUES**

- Adheres to and promotes the organization’s values below:

ORGANIZATIONAL VALUES			
Own it, get it solved	Aim for excellence	Be enthusiastic	Act with respect
<ul style="list-style-type: none"><li>▪ Integrity</li><li>▪ Honest communication</li><li>▪ Transparency</li><li>▪ Trustworthy</li><li>▪ Responsible</li></ul>	<ul style="list-style-type: none"><li>▪ Striving to improve or meet a standard of excellence</li><li>▪ Motivated</li></ul>	<ul style="list-style-type: none"><li>▪ Flexible</li><li>▪ Fun</li><li>▪ Embraces new ideas</li></ul>	<ul style="list-style-type: none"><li>▪ Service</li><li>▪ Considerate of others</li><li>▪ Treat others with dignity and care</li><li>▪ Work toward shared goals</li></ul>

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.

**Please send a cover letter with salary requirements, a resume, and the names of three professional references to [hr@kauffmancenter.org](mailto:hr@kauffmancenter.org). Incomplete applications will not be considered.**

- Excellent Benefits (Medical, Dental, Vision, FSA, HRA, Disability Insurance, EAP & more)
- 401K Retirement Plan with Employer Match
- Paid Vacation, PTO, Holidays and Discretionary Days
- Paid Parental Leave
- Tuition Reimbursement

## **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.*