

ALLEY THEATRE

POSITION: Individual Giving Officer

DEPARTMENT: Development

CLASSIFICATION: Full time salaried Exempt

SUPERVISOR: Director Individual Giving

SALARY RANGE: \$50,000-\$65,000

OVERVIEW

Founded in 1947 by Nina Vance, the Alley Theatre is a pioneer of regional theatre, and one of the leading nonprofit theatre companies in the United States. The Alley has been awarded the prestigious Regional Theatre Tony Award® and the Texas Medal of Arts Award. The Alley has transferred productions to Broadway, Off-Broadway, major European Festivals, and to 40 American cities. Unique among regional theatres, the Alley is committed to maintaining a Resident Acting Company and providing them work year-round. Nationally recognized directors, actors, playwrights, and designers from across the country have regularly joined the Resident Acting Company.

Rob Melrose, Artistic Director at the Alley, took over as artistic leader of the organization in 2019. His vision for the future of the Alley is both thrilling and ambitious as the Theatre nears its 75th anniversary in 2021-22. When the Theatre reopens, his strategic goals include upholding the Alley's artistic excellence, keeping longtime Alley Theatre devotees eager to return each season, and creating productions and cultivating new audiences that are as diverse and vibrant as the city of Houston.

Rob Melrose, Managing Director Dean Gladden and the Alley's leadership team are committed to promoting Equity, Diversity, and Inclusion (EDI) in all aspects of the Theatre's programming and operations. We are conscious about fostering an environment where everyone is encouraged to bring their authentic selves. We embrace differences and strive to be inclusive of all backgrounds, experiences and perspectives.

JOB STATEMENT The Manager of Individual Giving will be responsible for managing a portfolio of 100-120 individual donors and prospects with the capacity to give up to \$15,000 annually. This position will play a significant role in helping the team meet its budgeted financial goals and will work closely with all members of the Individual Giving team.

Updated: March 2021

JOB DUTIES

- Responsible for meeting annual financial and activity goals through the successful cultivation, solicitation, and stewardship of a portfolio of 100-120 individual donors and prospects with the capacity to give between \$2,500 and \$15,000 annually.
- Conduct a minimum of 150 substantive actions (including face-to-face visits) with portfolio donors and prospects each year.
- Attend virtual and in-person patron events with the intent to build relationships with Alley Theatre donors. Events include Greenroom duty, CenterStage dinners, patron events, and working rehearsals.
- Work with the Individual Giving team to continuously identify prospective donors and new major gift donors and move them up the donor pipeline through donor engagement and cultivation.
- Work with Individual Giving team to assign prospects into a portfolio and stewardship.
- Enter all donor interactions into database to ensure accurate reporting and portfolio management.
- Stay informed of all performance and educational activities taking place at the Alley to ensure that meaningful cultivation and stewardship steps are taken to engage with each donor/prospect in assigned portfolio
- Be an active participant in a team-based fundraising department and provide additional assistance to other development staff members when possible.
- In addition to the duties listed above, the Alley Theatre expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Alley Theatre events as needed or required; and completes other duties as assigned.

REQUIREMENTS (SKILLS and KNOWLEDGE):

- Minimum of three years of experience in fundraising within the non-profit sector including direct solicitation of individuals (non-event related), as well as developing identification, cultivation and solicitation strategies.
- Excellent communication skills with demonstrable ability to prepare and present both formal written and oral presentations

- Requires strong collaboration skills in order to work effectively across the organization and function consistently as a highly valued and high performing team player within the Development department and the organization
- A demonstrated ability to multi-task and meet deadlines
- Broad knowledge of individual giving fundraising principles (i.e. identification, cultivation, solicitation and stewardship)
- High attention to detail and accuracy
- Flexibility to work patron and special events that occur on the evenings and weekends
- Ability to work in a fast-paced, energized and quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Detail oriented, able to prioritize efficiently and multi-task
- Ability to be self-directed and take initiative
- Ability to maintain confidential information
- Excellent verbal and written communications skills.
- Exhibits a positive attitude with good communication and interpersonal skills.
- Understanding of historical and institutional racism in the American theatre, or a commitment to learning, and to be a part of Alley Theatre's efforts to be an anti-racist organization
- College degree preferred.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift and move 25 lbs.
- Must be comfortable working in a fast paced environment where directions and priorities can change rapidly.
- Typical hours are during the day, but the position requires the flexibility to be available for weekend, holidays and evening work hours as needed.
- **Add any other relevant to your department/ position

BENEFITS & PERKS

- Medical, dental and vision insurance

- Paid vacation, floating holiday and sick time
- 401(k) with matching, FSA, HRA (Alley paid deductible)
- Free and discounted tickets to Alley Theatre performances
- Free parking
- Discounted gym membership
- Employee wellness program & EAP

TO APPLY

To apply for this position, please go to the following link on the Alley's website and apply.

<https://www.alleytheatre.org/about-us/opportunities/employment>

Alley Theatre is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, you may contact us at HRdept@alleytheatre.org.

The Alley Theatre is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, and people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity. Read more at [Alley Theatre Official Website - Equity Diversity Inclusion](#)