

# ALLEY THEATRE

**POSITION:** Major Gifts 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 Major Gifts Officer will play a crucial role in strengthening the Alley Theatre's Annual Fund program and will play a significant role in securing major gifts from current donors and prospects, including subscribers and single ticket buyers. This person will be

responsible for managing a portfolio of 80-100 donors who have the capacity to give annual gifts of \$10,000 and above.

### **JOB DUTIES**

- Responsible for meeting annual financial and activity goals through the successful cultivation, solicitation, and stewardship of a portfolio of 80-100 individual donors and prospects with the capacity to give between \$10,000 for the Annual Fund 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
- 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):**

- Be an active participant in a team-based fundraising department and provide additional assistance to other development staff members when required
- A minimum of three years of direct front-line fundraising (non-event) experience within the non-profit sector
- A proven track record of stewarding and cultivating individual high net-worth donors and securing \$10,000+ personal gifts that are not event, corporate or foundation related.
- 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
- Proven ability to meet measured financial goals and objectives
- Broad knowledge of individual giving fundraising principles (i.e. discovery, cultivation, solicitation and stewardship)
- Excellent oral, written and interpersonal skills.
- High attention to detail and accuracy
- Flexibility to work patron and special events that occur on the evenings and weekends
- 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](mailto: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](#)*