

POSITION TITLE:	Individual Giving Officer
REPORTS TO:	Director of Development
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; nights & weekends required for events and to meet donors during performances
WORK LOCATION:	Los Angeles. In-person office time, meetings, and event attendance required
STATUS: (Exempt/Non-Exempt):	Exempt
COMPENSATION:	\$1,288.47-\$1,346.16 per week, equivalent to \$67,000.44-\$70,000.32 annually
BENEFITS STATUS:	Eligible
DEPARTMENT:	Institutional Advancement

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Center Theatre Group seeks a fundraiser with at least two years of experience in successfully soliciting mid-to-major level support (four-six figures), ideally in the arts and culture sector. The Individual Giving Officer is responsible for overseeing a portfolio of 150+ donors and prospects with a primary emphasis on securing gifts at the \$2,500 - \$14,999+ level.

The fundraiser in this role will join the Advancement team during an exciting new phase of individual philanthropic support for the organization. Working in partnership with other members of the Advancement team, this role will maintain a portfolio of Insider and Visionary-level donors and will lead an advancement-related project. They will also collaborate on the launch and rollout of a new emerging patrons program with the aim to create a robust pipeline of new generation individual donors aged 20-45. Additionally, the new Individual Giving Officer will represent the Advancement team at Education & Community Partnership site visits with donors and help raise crucial funds in support of our productions.

Responsibilities focus on acquisition of new donors and retaining & upgrading current donors through meticulous planning, high level thinking and development of targeted strategic approaches. Relationships are developed through in-person meetings (including weeknight and weekend strategic visits to the theatre during performances), emails, and telephone communications to understand how donors' philanthropic goals align with CTG's funding needs. Collaboration across departments with senior staff and Board Members is sometimes required.

PRIMARY RESPONSIBILITIES [list as many as needed]

- Manage a portfolio of 150+ individual donors, members, and prospects, making personal solicitations with a focus on closing \$2,500 - \$14,999 gifts.
- Qualify, cultivate, solicit and steward assigned prospects and donors to achieve individual fundraising goals.
- Maintain a robust schedule of theatre visits during CTG productions to identify new prospects while meeting with current donors.
- Represent the Advancement team at Education & Community Partnership site visits to greet donors and Board members.
- Lead an advancement based project while supporting other team members with their projects such as the emerging patrons program.
- Solicit philanthropic support for shows produced and presented on our stages.
- Develop a strategic plan for each donor and prospect, including identifying appropriate projects and budgets and ensure preparation of solicitation materials and proposals as needed.
- Create individual goals for each prospect and strategically bring donors closer to CTG's mission.
- Support events and activities to increase interest in philanthropic support, including but not limited to salons, workshop presentations, and site visits.
- Maintain an in-depth understanding of CTG's funding priorities and passionately and persuasively articulate them.
- Attend lunches, dinners, and other meetings with prospects and donors.
- Organize and attend in person events to steward and deepen relationships.
- Demonstrate an ongoing commitment to CTG's work in ensuring an anti-racist, inclusive, diverse and equitable work culture.
- Maintain written documentation for accurate gift recording and reporting.
- Work with the stewardship team to ensure donors are appropriately recognized for their support.
- Collaborate with other members of the team to set up planned and endowment gifts as donors express interest.
- Demonstrate an ongoing commitment to ensuring that access, belonging and a positive workplace culture are rooted in all levels and aspects of our work.
- Other duties or projects as assigned.

Center Theatre Group provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

At least two years of progressively responsible fundraising experience securing gifts through face-to-face, phone, and email asks. Strong interpersonal and communication skills with donors are essential. Must be proficient in Microsoft Office applications and CRM database systems. Fundraising experience in the arts and culture sector is a plus and a passion for theatre a must. Seeking applicants who

appreciate a fun but professional workplace environment and who are passionate about a career in development/advancement.

MINIMUM REQUIREMENTS

- Ability to sit, type and work at a computer for extended periods of time.
- Ability to communicate through incoming and outgoing phone calls.
- Excellent email communication skills.
- A minimum of two years in fundraising experience.
- Ability to work with multiple priorities in a fast-paced environment
- Willingness and ability to work 40 hours per week. Flexibility to work overtime, nights, and weekends as needed to meet donors at the theatre. Theatre visits are an essential part of this role.
- Ability to lift, carry up to 40 pounds.
- Clean driving record and valid driver's license

All employees are required to pass a background check.

In order to ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to [email address of hiring manager or department email box eg ADVANCEMENTJOBS@CTGLA.ORG]. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.