

POSITION TITLE:	Assistant Director of Individual Giving
REPORTS TO:	Director of Development
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; some evenings and weekends required
WORK LOCATION:	Los Angeles. In-person office time, meetings, and event attendance required.
STATUS: (Exempt/Non-Exempt):	Exempt
COMPENSATION:	\$1,634.62-\$1,692.31 per week equivalent to an annualized rate of \$85,000.24-\$88,000.12
BENEFIT 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 not-for-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 the values of diversity, equity, access, and inclusion 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 an experienced fundraiser with a proven track record of successfully soliciting major support (five-seven figures), ideally in the arts and culture sector. The Assistant Director of Individual Giving is responsible for overseeing a portfolio of approximately 75 donors and prospects with a primary emphasis on securing gifts at the \$10,000 level and above.

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 an Individual Giving Officer, this role will lead 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. This role will also collaborate with the Director of Development on production support, education & community partnerships support and will maintain relationships with some Visionary & Insider members.

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, 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 often required.

PRIMARY RESPONSIBILITIES

1. Qualify, cultivate, solicit and steward assigned prospects and donors to achieve individual fundraising goals.
2. Lead the launch and rollout of an emerging patrons program while collaborating on a new production support program and education & community partnership support program.
3. 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.
4. Create individual goals for each prospect and strategically bring donors closer to CTG's mission.
5. Develop and execute events and activities to increase interest in philanthropic support, including but not limited to a minimum of two salons, workshop presentations, and site visits.
6. Maintain an in-depth understanding of CTG's funding priorities and passionately and persuasively articulate them.
7. Collaborate with the team on any donor travel to New York, London, and other markets
8. Work closely with and proactively involve board and volunteer leadership in cultivation and solicitation activities to ensure gift sizes are maximized.
9. Manage a portfolio of approximately 75 major and planned gift prospects and donors.
10. Maintain a robust schedule of theatre visits during CTG productions to identify new prospects while meeting with current donors
11. Attend lunches, dinners, and other meetings with prospects and donors.
12. Organize and attend in person events to steward and deepen relationships.
13. Demonstrate an ongoing commitment to CTG's work in ensuring an anti-racist, inclusive, diverse and equitable work culture.
14. Maintain written documentation for accurate gift recording and reporting.
15. Work with stewardship team to ensure donors are appropriately recognized for their support.
16. Collaborate with other members of the team to set up planned and endowment gifts.
17. Other duties as assigned.

CTG 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

Five or more years of progressively responsible fundraising experience and a proven track record of soliciting major gifts (five-seven figures) through face-to-face asks. Experience with planned giving and/or capital campaigns a plus. Strong interpersonal and communication skills with major 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. We are seeking applicants who appreciate a fun and professional workplace environment and who are passionate about a career in development/advancement.

All employees are required to pass a background check.

CTG is committed to ensuring a safe and healthy workplace. All employees are strongly encouraged to stay current with COVID-19 vaccinations and boosters.

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 five years in major gift 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.

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, an employee assistance program and pet insurance. CTG also provides subsidized parking and complimentary ticket offers.

HOW TO APPLY

Please send your resume and cover letter along with salary desired to ADVANCEMENTJOBS@CTGLA.ORG, and use the subject line Assistant Director of Individual Giving. In the cover letter, tell us why you are the ideal person for this job, indicate how you became aware of this position (i.e. 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. We support, promote, and embrace a diverse workforce.

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