



APOLLO THEATER FOUNDATION, INC.

Job Title: Senior Manager, Individual Giving
Department: Development
Reports To: Sr Director, Development
Location: New York, NY
FLSA Status: Full-time, Exempt

Organization: The Apollo is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

Position Summary: The **Senior Manager of Individual Giving** works closely with the Senior Director of Development to develop and execute strategic fundraising goals. They will design and execute revenue strategies for the Apollo's Individual Giving Program to ensure growth and retention of new and existing donors. The position will manage The Apollo's Membership Program and its Patron groups soliciting a portfolio of mid-level gifts \$4,999 and below. Key responsibilities include strategy and oversight of mid-level individual giving, management of the donor experience and benefits, donor retention strategies, and elevation of current mid-level donor support. They will be responsible for developing an annual budget of for the Individual Giving program with monthly reporting on progress to goal.

Specific responsibilities include, but are not limited to:

Membership Program:

- Manage the stewardship, cultivation, and acknowledgement process for all Apollo members
- Design and execute fundraising campaigns, income goals and marketing assets in collaboration with the Apollo's Marketing team
- Partner with the Marketing department to implement appeals to move patrons from ticket buyers to donors
- Work closely with the Marketing team to manage and update all Individual Giving sections on The Apollo's website and public forums
- Work closely with Theater Operations team to create and manage the fulfillment of membership benefit offerings and business partnerships
- Create and manage in-person membership experiences
- Ability to call and meet with donors to strengthen donor stewardship
- Work closely with the Database Manager on research and list management of donors

Patron Group:

- Manage and lead the Apollo's Women's Committee, EmpowHer, working closely with Steering Committee volunteers to develop and execute yearly plans to increase member engagement, retention, and participation
- Work with The Apollo's Education department on opportunities for EmpowHer members to actively fundraise for Education initiatives and partner to create mentorship and career-preparedness opportunities for students
- Work closely with the Marketing team on special appeals, marketing collateral, and fundraising event materials
- Work closely with the Major Gifts Officer to research, qualify, and steward donors and prospects, utilizing a moves management system
- Work with the Special Events department to plan and execute high- quality donor events and assist with annual events as needed.

Development Assistant:

- Supervise Development Assistant in the preparation and processing of all donor acknowledgment letters including general members, renewals, unrestricted gifts and monitor all outstanding individual pledges
- Supervise Development Assistant in the maintenance of all tracking systems for individual support, including maintenance of donor records and member renewals
- Mentor and supervise the Development Assistant with professional development efforts; train, manage and monitor work goals and objectives as needed

Desired Knowledge, Skills & Abilities: The primary functions of this role depend upon relationship management skills and the ability to cultivate and grow donor relationships. The ideal candidate has a high level of professionalism, organization, and attention to detail. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education/Experience:

- Bachelor's Degree required
- Minimum 5 years of development experience, preferably for cultural institutions
- Strong interest in diversity and social change through the performing arts
- Strong familiarity with the philanthropic community in New York City
- Donor research and portfolio management experience
- Experience working with volunteer leadership and affinity groups required
- Detail-oriented, multi-tasking, and project management skills required
- Highly motivated and proactive with ability to work independently and problem-solve
- Interpersonal skills required, with the ability to inspire and motivate donors and prospects and the ability to interact with a diverse constituency
- Creative thinker with a positive attitude under pressure
- Excellent computer skills with Microsoft Office Suite, Google Suite, and database experience with Raiser's Edge and Tessitura
- Excellent writing and editing skills
- Ability to work independently as well as part of a team
- Participate in evening/weekend events and travel, if required.

Supervisory Responsibilities:

The position will supervise the Development Assistant

Annual Salary: \$80,000

VACCINATION REQUIRED: Vaccination is required; however, the company will consider accommodations for medical and religious based reasons.

The Apollo provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.

To apply, send cover letters, resumes to Human.Resources@apollotheater.org.

Please include the job title in the email subject.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.