



JOB DESCRIPTION

Job Title: Senior Manager, Individual Giving
Department: Development
Reports To: Director of Development

Position Summary: The **Senior Manager, Individual Giving** will work closely with the Director of Development to achieve the annual contributed income goal for individuals. The Apollo Theater has just completed a major strategic plan for growth, so the next 5 years will require a hyper-focus on the development of an entry-, mid-, and major-donor pipeline.

Essential Duties and Responsibilities include the following:

- Design and execute specific revenue strategies for the Apollo's Individual Giving Program
- Work with Steering Committee volunteers and the Development Assistant to develop and execute yearly plans for the Apollo EmpowHER Network (Women's donor group) with the goal of increasing donor engagement as well as revenue
- Research, qualify, cultivate, solicit, and steward new donors to grow base of individual support
- Help to mentor and supervise the Development Assistant with fundraising and professional development efforts; recruit, train, manage and monitor the work goals and objectives of reporting staff, as needed
- Design and execute a re-launch of the Apollo young patron affinity group including building a volunteer group and overseeing peer-to-peer fundraising campaigns
- Implement effective Annual Fund direct mail, email, and online peer-to-peer fundraising campaigns
- Partner with the Marketing department to implement appeals to move patrons from ticket buyers to donors
- Manage the fulfillment of donors' member benefits and work with the Special Events Department to plan and execute regular, high quality, and effective donor cultivation events and benefit fulfillment opportunities
- Supervise Development Assistant in the preparation and processing of all donor acknowledgment letters including general members, unrestricted gifts, and Board acknowledgments; monitor all outstanding individual pledges and supervise invoicing.
- Supervise Development Assistant in the maintenance of all tracking systems for individual support, including maintenance of donor records and running reports
- Review and administer the process of updating all public individual donor listings for the website, invitations, program books, and any other public forum
- Work with the Director of Major Gifts to create metrics and reports to evaluate the effectiveness of Individual Giving Programs and to evaluate increased productivity from year-to-year
- Other duties as assigned

Desired Knowledge, Skills & Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The **Senior Manager, Individual Giving** will work to identify, cultivate, solicit and steward individual donors for the Apollo Theater with a focus on strategies to attract new donors and move them through the giving pipeline. This position will have a dual focus on the acquisition of new members and a smooth upgrade process from one level to the next.

Education/Experience:

- Bachelor's Degree required, Master's Degree preferred
- 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
- Strong donor research and portfolio management experience required
- Superior presentation and interpersonal skills, with the ability to inspire and motivate donors and prospects and the ability to interact with a diverse constituency
- Experience working with volunteer leadership of affinity groups
- Excellent computer skills with all Microsoft Office programs, database, and Raiser's Edge experience
- Excellent writing and editing skills
- Ability to work independently as well as part of a team
- **Participate in evening/weekend events and to travel, as required.**

Supervisory Responsibilities:

The position will also share in the responsibility for supervising a Development Assistant and Department Intern (seasonal).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. Some travel may be required in this role.

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.

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by competitive salary and our extensive benefits package including paid time off, medical, dental and vision benefits, and future growth opportunities within the company. Plus, we work to maintain the

best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

***To apply, send cover letters, resumes to Human.Resources@apollotheater.org.
Please include the job title in the email subject.***

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