

Thursday, November 12, 2015

Individual Giving Manager

Company: American Dance Institute (ADI)
Compensation: Commensurate with experience

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ADI's Individual Giving Manager is responsible for cultivating and stewarding relationships with current and prospective individual donors, securing donations from high net worth donors to support ADI's programs and facilities, and growing ADI's individual donor portfolio. Working in collaboration with the Director of External Relations and Executive Director, this individual is responsible for planning and executing short and long-term individual fundraising strategies.

Duties:

- Managing and growing an individual donor portfolio by researching, qualifying, and cultivating donors
- Developing a strategic plan for identifying and cultivating donors with significant giving capacity, with an emphasis on \$1,000+ and multi-year gifts, as well as planned giving
- Managing relationships with donors and stewarding gifts
- Working collaboratively with ADI senior staff to develop strategies to secure donations for specific projects and initiatives
- Building and maintaining a donor database, including tracking progress toward individual giving goals
- Preparing reports on fundraising priorities and progress toward goals for senior staff and board meetings

Qualifications:

- Five to seven years successful experience in major or planned gift fundraising, preferably in the performing arts
- Successful experience in making cold calls, developing cultivation and solicitation strategies, and soliciting donations from individuals.
- Proven track record in networking and building relationships with high net worth donors
- Interest in contemporary performance work and a dedication to promoting ADI's fundraising priorities
- Demonstrated leadership successfully managing multiple projects and constituencies
- Excellent organization, interpersonal, and writing skills
- Must be willing to travel

To apply, please send resume, cover letter, and salary requirement to Steven Skerritt-Davis at sdavis@americandance.org.

American Dance Institute (ADI)
www.americandance.org

For more information:
Steven Skerritt-Davis
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