



Individual Giving Manager Position Description

TITLE:	Individual Giving Manager	FLSA:	Full-Time Exempt
REPORTS TO:	Director of Development	DATE:	05/11/2022
DEPARTMENT:	Development		

POSITION DESCRIPTION:

Woolly Mammoth Theatre Company is seeking a dynamic and energized fundraiser to join our team as the Individual Giving Manager. The Individual Giving Manager will be responsible for creating strategy around identifying, cultivating, and soliciting support for our individual giving programs at Woolly Mammoth. This position operates within a collaborative team environment, and supports the effectiveness and efficiency of our individual giving programs across the organization. The individual in this position has the potential to grow into a more senior role within our Development operation over time – focusing on advancement strategy and major gifts as needed.

DUTIES & RESPONSIBILITIES:

Position Specific Responsibilities:

Individual Giving Solicitation and Strategy

- Oversee the strategy, prospecting, cultivation, and stewardship of Woolly Mammoth's Individual Giving Program
 - Manage the donor prospect pipeline and collaborate with frontline fundraisers on the solicitation and stewardship of individual donors;
 - Maintain a personal portfolio of 100+ midlevel donors and prospects contributing \$500 - \$5,000 per year
 - Manage the logistics and communication tracking of major gift portfolios for the Artistic Director, Managing Director, and Director of Development;
 - Track the annual budget for individual and major gift contributed revenue;
 - Participate in the moves management process and infrastructure in order to move donors and prospects through our pipeline;
 - Support the fundraising efforts for major Woolly Mammoth initiatives including the Miranda Family Fellowship program;
 - Support Woolly Mammoth's Planned Giving program, "Mammoth Forever"

Fundraising Campaigns and Communications Support

- Collaborate on all annual fund mail campaigns (with primary focus on Calendar Year-End and Fiscal Year-End) in concert with the Development Operations Manager
 - Suggest strategies and tactics to increase reach and success of all annual fund campaigns;
 - Aid the Development Operations Manager with campaign calendars and project management when needed;
 - Draft and create campaign communications when applicable;
- Collaborate with the Development Operations Manager and the Donor Engagement and Events Manager on all digital solicitation and digital engagement campaigns.

Donor Stewardship and Engagement

- Collaborate with Donor Engagement and Events Manager to execute donor cultivation events, including Opening Night performances, special receptions and dinners, and behind-the-scenes events;
- Steward and engage with midlevel donors and prospects throughout the year at Woolly Mammoth either in-person or virtually, as needed.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

QUALIFICATIONS:

- **Experience:**
 - All candidates for this position must have a **Bachelor's Degree** or **2+ years of fundraising experience**, or related experience working in a fast paced, results-driven environment. Experience stewarding individual donors is preferred
 - Experience with Tessitura or similar CRM system is a plus.
- **Essential Knowledge, Skills, and Abilities:**

The ideal candidate will possess:

- **Dedication to Mission:** A passion for and understanding of Woolly Mammoth's mission and commitment to anti-racism, radical inclusivity, and artistic innovation;
- **Individual Fundraising:** Demonstrates proficient knowledge of individual fundraising systems and moves management practices;
- **Oral and written communication:** Outstanding oral and written communication skills, and sensitivity to specified audiences when appropriate;
- **Organization and project management:** Proven ability to initiate, plan and execute projects from beginning to end with outstanding attention to detail and can juggle multiple projects and priorities at once;
- **Problem-solving:** Approaches challenges in creative ways and finds thoughtful solutions;
- **Relationships:** Comfort in interacting with a broad range of stakeholders and personalities including senior leadership, high profile donors, and internal and external stakeholders;
- **Flexibility:** Ability to adjust quickly to constantly changing priorities and responsive to feedback;
- **Independence:** Exercise sound judgment to identify and solve problems, acting in supervisor's stead as needed;
- **Sensitivity:** Demonstrate sensitivity in handling confidential information;

WORKING CONDITIONS:

- Hybrid office environment – with some office days required. Candidate will be required to be homebased in Washington, D.C.
- Extending viewing of computer screens.
- Typical schedule is Mon-Fri, 9am-5pm or 10am-6pm, with some evenings and weekends necessary. High volume of meetings outside the office expected.
- Some travel required.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Starting Salary:** \$50,000
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.