

# **Capitol Broadcasting Association, Inc KMFA**

## **Director of Individual Giving**

Job Title: Director of Individual Giving

Job Summary:

The Director of Individual Giving oversees the engagement and growth of the organization's mid-level donors ("Patron Circles") giving \$600-\$2,400 annually. The Director engages donors directly through personalized communications and outreach that deepens their relationship with KMFA. The Director works closely with the Membership Director to increase revenue, retention, and acquisition of new Patron Circles members through consistent identification, exceptional engagement, timely online and direct mail solicitation, and relevant stewardship. In addition, the position works with the Director of Development on strategies to upgrade mid-level donors to major donor. This is an exciting opportunity to join a close-knit, passionate team of professionals dedicated to sharing the inspirational power of classical music with listeners in Central Texas and beyond.

Essential Functions:

- Manages, stewards, and grows a tiered portfolio of 500 – 600 active households in the Patron Circles.
- Develops and executes annual comprehensive work plan and external communications calendar for Patron Circles including quarterly impact reports to members.
- Learns about KMFA programs and projects to effectively communicate the mission and vision and reports impact back to members.
- Face-to-face interaction with members at events and occasional one-on-one settings for cultivation, solicitation, and stewardship efforts.
- Updates donor database with call and email notes, event attendance, and other relevant information about Patron Circles members.
- With support of Director of Development, tracks and meets annual revenue goals and monitors expense budget for Patron Circles activities.
- Manages Travel Program opportunities, as determined with Director of Development, as part of department-wide cultivation and acquisition plans.
- Creates, evaluates, and manages Patron Circles benefits using member feedback and tracking metrics to innovate and improve the benefits program.
- Collaborates creatively with Director of Events and Event Manager as point of contact and lead on Patron Circles events.
- Leads acquisition of new Patron Circles members by working in partnership with Membership Director to strengthen pipeline from membership.
- Works alongside Member Services Manager to ensure good data hygiene in the CRM and timely acknowledgement of gifts.
- Researches, identifies, and leads hand-off of high-capacity Patron Circles members to the Director of Development for major gift cultivation.
- Meets with Director of Development regularly to discuss strategy, roadblocks, and opportunities.

#### Required Knowledge & Skill Qualifications:

- Bachelor's degree from an accredited college or university or equivalent combination of education and/or experience.
- Three to four years' experience in development full-time, specifically working in annual fund and/or donor relations, or equivalent combination of experience in similar sectors.
- Strategic and creative thinker; highly organized and able to meet deadlines and achieve revenue targets.
- Superior verbal communication skills, including strong phone skills, and written communication skills to include copy editing, proof reading, and finalizing documents.
- Working knowledge and familiarity with CRMs and reporting.
- Takes a data-driven approach to innovating and meeting goals.
- A team player with excellent interpersonal skills.
- Demonstrates a strong donor service attitude with a focus on donor-centered fundraising.
- Prior experience creating and/or working cultivation and stewardship events.
- Exhibits a self-starter attitude and enjoys working autonomously.
- Maintains a high level of integrity and adheres to KMFA's gift acceptance policies.
- Personable, authentic, and excels in relationship-building.
- Has a personal connection to or love of classical music and the arts

#### Work Environment Requirements:

- Will be required to occasionally work extended workdays, evenings, and weekends.
- In-office work hours dependent upon organization-wide policy. At the time of this posting: work in KMFA studios is Hybrid.

Salary: Starting at \$50,000

To Apply: Email resume to [jobs@kmfa.org](mailto:jobs@kmfa.org)

KMFA is an Equal Opportunity Employer