

Associate Director of Major Gifts – Development

Full Time: Currently Operating Hybrid Remote/In-Person Schedule (3 Days In, 2 Days Remote)
Department: Development
Supervisor: Director of Development/Chief Development Officer
Salary Range: \$65,000 - \$75,000

The Austin Theatre Alliance (ATA), parent company of the Paramount & Stateside Theatres and the Moontower Comedy Festival, is looking for a well-rounded, detail-oriented, nonprofit-loving, arts-appreciating Associate Director of Major Grants to join the Development Team.

This position works closely with the Director of Development to ensure financial support to effectively and sustainably implement our mission. This position will oversee the Major Gifts Manager and Development Admin positions as they will work to fulfill communications, benefits, provide timely reporting, and all gift entry and acknowledgments, and exceptional customer service for this program.

The primary responsibilities of the Associate Director Major Gifts are to cultivate and steward members of the Century Club major donor program, representing over \$1 million of contributed revenue for the organization. This position oversees the entire Century Club program, including the retention and acquisition strategies, budget forecasting, and overseeing all benefit fulfillment with the support of a Major Gifts Manager and a Development Administrator. The ideal candidate focuses on building and strengthening donors' relationships with the theatres and works creatively to develop year-round engagement for this group.

Responsibilities:

- Responsible for management of Century Club annual giving budget of around \$1,000,000 in collaboration with Director of Development
- Build and maintain relationships with donors and prospects through outreach, attending events, benefit fulfillment, and ensuring an excellent donor experience.
- Optimize the major gifts experience for all donors giving more than \$10,000 annually
- Manage the Major Gifts Manager and Development Admin to successfully cultivate relationships, track stewardship, and fulfill benefits, personalized stewardship with Century Club members each fiscal year
- Strategically manage Century Club portfolios to focus on membership retention, giving increases and acquisitions for new members
- Oversee all membership benefits and implementation for Century Club throughout the year, including ticket fulfillment, custom marquees, special events, and exclusive access to perks at the theatres
- Collaborate with the Director of Development and the Individual Giving team to create a structured, systematic program for donor stewardship that will outlast staff changes and assure perpetual and mutually beneficial relationships with donors
- Provide thorough, accurate, and timely responses to all donor requests for information; demonstrate exemplary customer service in all exchanges
- Collaborate with the Associate Director of Individual Giving to develop and execute multi-channel acquisition campaigns for prospective members
- Oversee and forecast the Century Club program budget including revenue projections and cashflow reporting
- Coordinate and lead communications efforts with the Associate Director of Individual Campaigns and the Marketing & Communications
- Collaborate with the Director of Development on ticketing, sponsorship packages and donor experience for the anniversary gala
- Work collaboratively with the Individual Giving Team and Box Office around donor ticketing
- Assist with other annual events as needed, including donor lounges, the advisory council party, Moontower Comedy Festival, pub runs, Patron Appreciation Nights, film parties and other special events

Requirements:

- Minimum of four (4) years of experience working in a successful development department.
- This position requires someone who is comfortable interacting with a wide variety of people, poised and comfortable in social situations interacting with patrons, able to work independently, detail-oriented, and able to plan/execute events.
- Experience with Outlook, Word, Excel
- Exceptional written and interpersonal skills, proven ability to prioritize and deliver within a multi-faceted organization, and a demonstrated team player.
- Experience with Tessitura strongly preferred. Occasional evening and weekend work required. Willing to adjust to a demanding and changing environment where different hats are worn each day and committed to and be enthusiastic about ATA's mission and programs.

Paramount Perks:

- Health insurance benefits package (medical, dental and vision)
- Company paid short and long term disability
- 403(b) retirement plan with company match
- Competitive time off via vacation accrual and holiday calendar
- Access to covered downtown garage parking when working onsite
- Gold's Gym membership discount
- Countless opportunities for once-in-a-lifetime experiences at shows, festivals, galas, and beyond
- And more!

Process:

To apply for this position, please submit your resume and cover letter demonstrating your fit for this role to jobs@austintheatre.org with the subject line "Associate Director Major Gifts".