



Associate Director of Development, Individual Giving

Full Time:	Hybrid Remote/In-Person Schedule (3 Days In/2 Days Remote)
Department:	Development
Supervisor:	Director of Development/Chief Development Officer
Compensation:	\$60,000 - \$70,000 per year commensurate with experience + annual bonus
Location:	Austin, Texas

About the Austin Theatre Alliance

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 Development, Individual Giving to join the Development Team.

Inspired by the power of the arts to change lives, the Austin Theatre Alliance strives to engage all Central Texans through extraordinary live performances and films, to ignite the intellect and imagination of our youth, and to ensure the preservation of the crown jewels of downtown Austin.

www.austintheatre.org

About the Position

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 Individual Giving team as they work with donors to fulfill communications, benefits, provide timely reporting, coordinate gift entry and acknowledgments, and ensure exceptional customer service for this program.

The primary responsibility of the Associate Director of Individual Giving is to cultivate and steward members of the individual giving programs through membership and special appeal giving. This position focuses on retention and acquisition strategies, budget forecasting, and overseeing all benefit fulfillment for membership programs.

The ideal candidate will have direct experience building and strengthening donors' relationships and creating and developing year-round engagement for these donors. The position is a key member of the Development team and will have specific oversight of entry-level membership programs, helping create annual growth within this segment of the fundraising budget, and prospect research for donors and upcoming campaigns.

Responsibilities:

- Responsible for management of annual giving budget of around \$1,000,000 in collaboration with Director of Development and individual giving team members.
- Build and maintain relationships with donors and prospects through outreach, attending events, benefit fulfillment, and ensuring an excellent donor experience.
- Optimize the experience for all donors who give between \$1 - \$10,000 annually.
- Manage the Individual Giving Associate and Development Admin to successfully cultivate relationships, track stewardship, and fulfill benefits with donors and members each fiscal year.
- Strategically manage giving campaigns to focus on membership retention, giving increases and acquisitions for new members.
- Oversee all membership benefits and implementation for donors giving \$1,000 or more throughout the year, including ticket fulfillment, 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 Marketing team to develop and execute multi-channel acquisition campaigns for prospective and returning members.
- Work collaboratively with the Individual Giving Team and Box Office for donor ticketing.
- Assist with other annual events as needed, including the donor lounge, the Gala, the advisory council party, Moontower Comedy Festival, pub runs, Patron Appreciation Nights, film parties and other special events.
- Manage special appeal fundraising efforts including promotion of the sustaining gift program, film fan club memberships, new membership campaigns and other strategic donation options.
- Oversee donor and member communications with collaborating from the Marketing team, including weekly eblast messaging, donor experiences online, welcome materials, and more.
- Oversee and manage stewardship events for donors with the help of the individual giving team and the Special Events team.
- Lead search for current major donors and prospects for upcoming campaigns.
- Manage stewardship programs and efforts for the individual giving team.

Requirements:

- Minimum of four (4) years of direct experience working in a successful fundraising position or development department required.
- 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 (CRM) 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
- Paid covered downtown garage parking when working onsite
- 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@austentheatre.org with the subject line “Associate Director Individual Giving”

The ATA is committed to equal-employment principals, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop and retain the talent needed to meet business objectives, and recruit and employ high qualified individuals representing the diverse communities in which we live.