

Director of Individual Giving

ABOUT US

The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry with ever-expanding audiences. The campus, located in the heart of Beverly Hills, CA, is committed to robust and distinctive presentations and education programs curated with both creativity and social impact in mind. Distinguished by its eclectic programming that mirrors the diverse landscape of Los Angeles and its location in the entertainment capital of the world, The Wallis has produced and presented more than 275 dance, theater, opera, classical music, cinema and family programs since its doors opened in October 2013. Hailed as “au courant” (*LaLa Magazine*), The Wallis was lauded by *Culture Vulture*, which proclaims, “If you love expecting the unexpected in the performing arts, you have to love The Wallis.” Its programming has been nominated for 48 Ovation Awards and seven L.A. Drama Critic’s Circle Awards.

The campus itself, a breathtaking 70,000-square-foot facility celebrating the classic and the modern, has garnered six architectural awards. Designed by acclaimed architect Zoltan E. Pali (SPF:architects), the restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater; an inviting open-air plaza for family, community and other performances; and GRow @ The Wallis: A Space for Arts Education, where learning opportunities for all ages and backgrounds abound. Together, these elements embrace the city's history and its future, creating a performing arts destination for L.A.-area visitors and residents alike. The Wallis Annenberg Center for the Performing Arts is led by Chairman of the Board Michael Nemerooff, Executive Director & Chief Executive Officer Rachel Fine and Artistic Director Paul Crewes.

ABOUT THE JOB

We are seeking an entrepreneurial, creative and relational leader committed to promoting the arts presented and produced by The Wallis. The Director of Individual Giving is responsible for managing our robust Individual Giving program and envisioning and securing long-lasting individual gifts through deep in-person relationships built on a firm understanding of The Wallis' major donor interests, passions and values. They are responsible for identifying, qualifying, cultivating, soliciting, closing and stewarding major individual gifts for The Wallis. The successful candidate is a metrics-driven major gift fundraiser, experienced working with volunteer leaders and high level prospects with a proven ability to secure outright gifts or pledges of \$5,000 to \$50,000.

The Director of Individual Giving is a self-starter with the ability to provide supervision and strategy to the individual giving team. They will be responsible for strategically overseeing and proactively expanding the Individual Giving program at The Wallis which includes securing major gifts; managing the annual fund direct mail program; facilitating and engaging the Ambassadors (The Wallis Ambassadors are a primary support group); supporting the Comprehensive Campaign; establishing and sustaining meaningful long-term relationships with donors and prospects.

WHAT YOU'LL DO

- Create, oversee and monitor strategies to achieve the individual giving goals of The Wallis.
- Develop relationships with individual donors primarily through personal visits and regular direct (phone, e-mail and/or letter) contact with the goal of retaining and increasing their support.
- Work closely with the organization's professional and volunteer leadership, to support and partner with them to cultivate and solicit gifts.
- Manage and refine systems to track performance metrics and increase pipeline development.
- Manage prospects activity for their portfolio, as well as track progress of the Annual Fund Manager.
- Move potential donors in an appropriate and timely fashion toward solicitation, gift closure and stewardship.
- Supervise benefit fulfillment for the Annual Giving Program and other individual giving appeals.
- Manage and mentor the Annual Fund Manager and the Development Associate.

- Work collaboratively with the entire development team, The Wallis senior staff and team as well as donors to ensure successful fundraising efforts.
- Attend and work performances, events and meetings.

SKILLS & EXPERIENCE NEEDED

- Minimum of 5-7 years of frontline (one-on-one cultivating, soliciting and closing individual gifts fundraising experience) with a demonstrated ability to secure individual gifts up to \$50,000.
- Broad knowledge of the principles of fundraising.
- Understanding of the needs and interests of all donors and how to develop relationships between them and The Wallis.
- Bachelor's degree from an accredited college or university; 5-7 years successful administrative experience working in donor-related services for a nonprofit organization (preferably arts nonprofit).
- Proven ability to work with volunteer leaders, donors and patrons.
- Excellent verbal and written communication and computer skills, with meticulous attention to detail. Use MSWord/Excel/PowerPoint as well as Internet and e-mail programs proficiently.
- Experience with Tessitura or other CRMs.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

HOW TO APPLY

Please email resume to jobs@thewallis.org and include Director of Individual Giving in the subject line.

No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.