

Individual Gifts Manager

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 Nemeroff, Executive Director & Chief Executive Office Rachel Fine and Artistic Director Paul Crewes.

ABOUT THE JOB

The Wallis is seeking a dynamic Individual Gifts Manager to join our growing Development team as we embark on our new campaign and next phase of development. This newly created position is responsible for establishing and sustaining meaningful long-term relationships with existing donors and prospects determined to have the ability to make outright gifts or pledges of \$1,000 to \$15,000 from new donors and current donors. The Individual Gifts Manager will be responsible for identifying, qualifying, cultivating, soliciting, closing and stewarding individual gifts for The Wallis.

The Individual Gifts Manager is a proven fundraiser, entrepreneurial, creative relational leader committed to promoting the arts and educational programs presented and produced by The Wallis. The ideal candidate will envision and secure long-lasting gifts and pledges through in-person relationships built on a firm understanding of current and prospective donor interests, passions and values.

WHAT YOU’LL DO

- Research prospects utilizing internal and web-based tools available to create prospect profiles and regularly update donor/prospect records in Tessitura or comparable CRM platform.
- Determine prospects’ capacity to make a gift and devise appropriate strategy to bring them to solicitation and closure in the most donor-centric manner possible.
- 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.
- Maintain and continue to cultivate relationships with current donors.
- Provide weekly updates to the Director of Annual Giving and Chief Advancement Officer on metric activities, including all meetings, key communications, proposals and gift closures.
- Maintain an active, consistent, open line of communication with the Director of Annual Giving, Director of Institutional Giving and Chief Advancement Officer and fellow Development Department team members in a positive manner that fosters collegiality, mutual respect and a collaborative spirit towards shared team goals and The Wallis’ mission objectives.

- Manage benefit fulfillment for the Annual Giving Program and other individual giving appeals.
- Attend and work performances, events and meetings.

SKILLS & EXPERIENCE NEEDED

- 3-5 years of frontline (one-on-one cultivating, soliciting and closing individual gifts) fundraising experience and successful administrative experience working in donor-related services for a nonprofit organization (ideally an arts non-profit.)
- Demonstrated knowledge of the principles of fundraising; able to participate in all aspects of the gift cycle.
- Demonstrated understanding of the needs and interests of all donors needed to develop relationships.
- Bachelor's degree from an accredited college or university,
- Proven ability to work with volunteer leaders, donors and patrons.
- Excellent verbal and written communication skills and computer skills, with meticulous attention to detail.
- Experience with Tessitura or comparable CRM required.
- Work well with diverse patron and peer base.
- Demonstrated ability to set goals and organize workload throughout the day to meet project timelines and deadlines.
- Exceptional organizational and written and verbal communication skills are necessary for this position, as is the ability to multitask, meet deadlines and achieve results in a team environment.
- Knowledge of Los Angeles and Beverly Hills donor community desired.

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 Individual Gifts Manager 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.