

Director of Individual Giving

ABOUT US

Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. 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 and an inviting open-air plaza for family, community and other performances.

ABOUT THE JOB

We are seeking a skilled and creative development leader committed to advancing 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 relationships built on a firm understanding of The Wallis and its major donor interests, passions and values. They oversee annual fund efforts, including a robust slate of mail and e-mail campaigns.

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); and supporting the Comprehensive Campaign. They will provide

They will provide consistent and accurate metrics reporting to track progress and reflect and analyze giving trends.

The **Director of Individual Giving** is a self-starter with the ability to provide supervision and strategy to the individual giving team. The successful candidate is a metrics-driven fundraiser, experienced working with volunteer leaders and high level prospects, and an expert at donor mail and e-mail campaigns, with a proven ability to secure outright gifts or pledges up to \$50,000.

WHAT YOU'LL DO

- In communication with the Director of Development, create, oversee and monitor strategies to achieve the individual giving goals of The Wallis;
- Design and implement a robust slate of mail and e-mail campaigns, as well as other donor communications;
- Develop relationships with individual donors primarily through interaction at The Wallis during performances and events, 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, and provide weekly updates to the Director of Development on metric activities, including all meetings, key communications, solicitations, and gift closures;
- Move potential donors in an appropriate and timely fashion toward solicitation, gift closure and stewardship;

- Develop and execute strategies for recurring and increased giving, and for reacquiring support from LYBUNT/SYBUNT donors;
- Supervise benefit fulfillment for the Annual Giving Program and other individual giving appeals;
- Manage prospect activity for an assigned portfolio, and steward portfolio in relation to Annual Fund giving, Comprehensive Campaign gifts, and giving to the annual The Wallis Delivers fundraising benefit;
- Provide donor stewardship during The Wallis Delivers annual gala;
- Responsible for the supervision of the Individual Giving Coordinator. This role is responsible to manage, give direction and coach the Individual Giving Coordinator;
- Coach and support the Individual Giving Coordinator through the process of tracking assigned donor portfolios for the Director of Development, the Director of Individual Giving, and other staff members and independent contractors who have assigned portfolios;
- Responsible to work with the Individual Giving Coordinator and Development Assistant to ensure that acknowledgement letters for all individual gifts are accurate and sent in a timely manner;
- Work collaboratively with the entire development team, The Wallis senior staff and team as well as donors to ensure successful fundraising efforts;
- Performs a variety of duties in support of the development department and organizational fundraising goals, tasks for which this position must have access to very confidential donor information, including but not limited to donation amounts and personal financial information, donor's personal information such as contact information and addresses. Additionally, this role has access to information that is not available to non-development employees such as confidential donor-related and sponsorship strategies, confidential details involved with events planning, budgets, and other sensitive information, which require exercising discretion and keeping confidential information confidential;
- Regularly attend and work performances, events and meetings, often during evenings and/or on weekends;

SKILLS & EXPERIENCE NEEDED

- Minimum of 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, or equivalent professional or volunteer experience;
- 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.
- Demonstrated ability to set goals and organize workload throughout the day to meet project timelines and deadlines; Ability to multitask, meet deadlines and achieve results in a team environment;
- Experience with Tessitura or other CRMs.
- Work well with diverse patron and peer base;
- Desire, willingness and ability to work evening and weekend performances and events;
- Knowledge of Los Angeles and Beverly Hills donor community is desired;
- A genuine interest and passion for the performing arts is extremely beneficial in this role.

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.