

## Individual Giving Officer

### ABOUT US

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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 through robust and distinctive presentations and education programs curated with both creativity and social impact in mind. The campus 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.

Although The Wallis will not re-open its indoor theater prior to October 2021, The Wallis team will be active and imaginative while our indoor theaters remain closed. We will continue to provide outdoor programming in our temporary outdoor performance space this Summer, and continue to offer virtual educational programming, to continue to engage our beloved patrons.

GRoW @ The Wallis, The Wallis education department, continues to thrive with its new virtual classrooms and wide array of programs for people of all ages, remaining an especially important source of arts education and human connection during this time of isolation. The fall sessions of its popular *Staged Stories* and *Beyond Words* programs sold out with a long waiting list in less than a day.

### ABOUT THE JOB

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As a key member of the development team for The Wallis, the **Individual Giving Officer** coordinates fundraising efforts, including cultivation, solicitation, and stewardship, of individual donors, including The Wallis Ambassadors. The position reports to the Senior Director, Development and plays a key role in the organization's individual fundraising efforts. The Individual Giving Officer communicates directly with donors, helps plan Individual Giving campaigns, maintains and analyzes donor data, performs prospect research, administers donor benefits, and supports the planning of donor events.

The Individual Giving Officer is an enthusiastic relationship builder who is committed to promoting the arts and educational programs presented and produced by The Wallis. The ideal candidate will have a passion for The Wallis' mission and a desire to help donors engage more deeply with the organization. The position is non-exempt and must work some nights and weekends.

### WHAT YOU'LL DO

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- Works with the Senior Director, Development to design and document an annual plan to achieve Individual Giving goals;
- Works with the Senior Director, Development and other team members to draft written materials and correspondence, including appeals, proposals, stewardship materials, and solicitations pertaining to all levels of annual giving;
- In collaboration with graphic designer, develops and executes Individual Giving marketing collateral, including gift solicitations, newsletters, benefit invitations, and other communication touchpoints;
- Oversees the publication and distribution of the Ambassadors newsletter four times per year;
- Supports tracking, reconciliation, and acknowledgement processes for individual gifts, and works closely with the Development Assistant to ensure accuracy of gift entry;
- Helps maintain database records to accurately and thoroughly track donors' engagement with and giving to The Wallis;
- Conducts prospect research and wealth assessment on current and prospective individual donors;
- Participates in the planning and execution of stewardship and cultivation activities;
- Provides onsite stewardship at performances and donor events;

- Fosters growing relationships with existing donors and creates relationships with new ones, via phone, in writing, and in person;
- Works closely with personnel across departments to ensure proper crediting in program pages and on website.
- Tracks benchmarking data to ensure progress and growth throughout the year, and provides clear and accurate reports on progress toward individual fundraising goals;
- The Wallis is a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties, as assigned.

## **SKILLS & EXPERIENCE NEEDED**

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- Bachelor's Degree preferred, or equivalent professional experience;
- Minimum two years' experience in development, marketing or administration at a non-profit organization.
- Prior experience using a donor database (familiarity with Tessitura is a plus);
- Prior experience working or volunteering at an arts or cultural organization strongly preferred;
- Outstanding interpersonal communication skills across a wide-range of constituencies, including knowing when to exert poise and discretion;
- Proven ability to draft engaging donor correspondence, such as solicitations and acknowledgement letters;
- Superior organizational skills with the abilities to multitask and establish priorities;
- Proficiency in Microsoft Office Suite;
- Ability to work independently and as a member of a team;
- Passion for the mission and artistic values of The Wallis;
- Strategic, creative, and progressive thinker.

## **PHYSICAL REQUIREMENTS**

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This position requires **continual** use of computers, including use of sight and dexterity of fingers and hands to operate software and hardware systems and heavy typing workload; This position is **occasionally** required to stand and walk; This position requires **continual** use of telephones, including use of hearing and speaking; This position requires **continual** sitting for extended periods; While performing the duties of this job, the noise level in the work environment is usually moderate; This position requires **occasional** lifting of items more than 15 lbs., but does not require any heavy lifting; Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

## **BENEFITS**

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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**

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Please email your resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Individual Giving Officer** 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.*