



Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

Job Title: Individual Giving Manager

Salary: \$50,000

Position Overview:

The Individual Giving Manager leads all aspects of the Annual Fund related to individual donors contributing \$1,000 or less. This role is responsible for identifying, cultivating, soliciting, and stewarding these donors to build long-term relationships and support. Key responsibilities include managing development activities in the Tessitura database, overseeing the monthly giving program, coordinating donor stewardship media projects, and running the donor concierge program. This is a full-time, salaried position with benefits. Some evening and weekend work is required.

Reports to: Director of Individual Giving

Position Responsibilities:

- Manage the Annual Fund Campaign (donors under \$1,000) to achieve annual goals.
- Develop, implement, monitor, and evaluate the Annual Fund plan and communications each season.
- Manage the creation of all campaign materials, including brochures, solicitation letters, and stewardship materials.
- Growth-oriented research and data segmentation
- Develop and grow a monthly giving program for the Playhouse
- Design and provide team development with reports to analyze the performance of different patron categories.
- Run lists for all publication needs
- Work with the Chief Philanthropy Officer and the Director of Individual Giving on integrating the Annual Fund activities with the Major Gifts program, including providing data and other support to the Major Gifts program.
- Provide data for the Development Committee of the Board as necessary.
- Provide support for the Pride Committee and its work
- Execute the fundraising and programming for the Leading Ladies program in collaboration with the Events Manager, under the supervision of the Chief Philanthropy Officer and in collaboration with the Individual Giving Director.

- Develop, monitor, evaluate and manage the annual Stewardship Plan for all constituencies.
- Work with the Director of Individual Giving and the Events Manager to implement donor stewardship activities.
- Manage the Donor Concierge program, providing outstanding ticketing services to current and potential Board members, MJS members, and major donors.
- Manage the development donor database (Tessitura), including:
 - Training development staff on system functionality as needed
 - Preparing reports for staff and volunteer use
 - Recommend improvements and new applications to enhance efficiency and effectiveness

Skills Required:

- Minimum 2 years of experience with annual fund fundraising.
- Minimum 1 year of experience in database management.
- Strong written communication skills. Experience with persuasive writing and creative design concept development preferred.
- Strong interpersonal skills.
- Ability to analyze data and provide detailed reports regarding data performance.
- Strong donor database management skills, experience with Tessitura is highly desirable.
- Strong computer skills, including high proficiency with Microsoft Word, Excel, Publisher, PowerPoint and Outlook required.
- Professionalism to successfully interact with board-level volunteers and high-level donors.
- A desire to work in a fast-paced environment, and the ability to successfully manage several priorities regularly.
- A desire to be an integral member of a high-functioning development team.
- A passion for theatre and/or the arts is highly desirable.
- Bachelor's degree or equivalent experience required.

To Apply:

Qualified candidates should submit a cover letter, resume and references to sneja.tomassian@cincyplay.com and cc: Dawn Mundy, Director of HR, Equity & Inclusion at dawn.mundy@cincyplay.com. A review of applications will be done on a rolling basis until the position is filled. No phone calls, please.