



Cincinnati Playhouse in the Park (CPIP) is an equal opportunity employer and encourages applications from candidates who reflect the diversity of the community we serve.

Position: Individual Giving Manager

Department: Development

Reports to: Chief Philanthropy Officer

Classification: Full-time, Salary

Salary: \$51,000

Position Overview

The Individual Giving Manager leads the Playhouse's Annual Fund efforts for donors giving \$1,000 or less. The role develops campaigns to acquire, retain, and increase support from individual donors; manages the monthly giving and Leading Ladies programs; coordinates donor stewardship communications; and oversees the donor concierge program. The manager also uses Tessitura to support fundraising strategy, reporting, and Development team operations. This position requires occasional evening and weekend work.

Responsibilities

Annual Fund and monthly giving

- Develop, implement, and evaluate an annual plan to meet Annual Fund goals for donors giving \$1,000 or less.
- Coordinate campaign communications, including solicitation letters, brochures, digital appeals, and stewardship materials.
- Use research, donor data, and audience segmentation to identify opportunities for acquisition, renewal, and increased giving.
- Develop and grow the Playhouse's monthly giving program.
- Track campaign performance and recommend adjustments based on results.
- Partner with the Director of Individual Giving to identify donors ready for more personalized cultivation or major gift outreach.

Stewardship and donor service

- Develop and coordinate stewardship communications for individual donors in partnership with the Director of Individual Giving and the Events and Stewardship Manager.
- Coordinate donor stewardship media projects.
- Manage the donor concierge program, providing responsive ticketing assistance to board members, Morse Johnson Society members, and major donors.
- Support the Development Committee and Pride Committee with donor information and materials as needed.
- Manage the Leading Ladies program

Data and reporting

- Maintain accurate individual giving records and processes in Tessitura.
- Create donor segments, mailing lists, publication lists, and reports for campaigns, stewardship, staff, and volunteers.
- Analyze giving trends and campaign results to inform fundraising decisions.

- Train Development staff on relevant Tessitura processes as needed and recommend improvements to the team's use of the system.

Qualifications

- At least two years of annual fund or individual giving experience.
- At least one year of experience working with a donor or customer relationship management database; Tessitura experience is highly desirable.
- Strong writing skills, including the ability to create clear, persuasive donor communications.
- Ability to analyze donor data and present useful findings.
- Strong organizational skills and the ability to manage multiple deadlines.
- Sound judgment, discretion, and a commitment to excellent donor service.
- Confidence working with donors, board members, volunteers, and colleagues across departments.
- Proficiency with Microsoft Office, particularly Word, Excel, PowerPoint, and Outlook.
- Interest in theatre and the arts.
- Bachelor's degree or equivalent professional experience.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.

To Apply: Qualified candidates should submit a cover letter, resume and to Sneja.Tomassian@cincyplay.com.