



Individual Giving Manager and Board Liaison

Status: Full time, exempt
Reports to: Director of Development

Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world class dance company, an innovative presenting theater and digital platform, a dance school for movers of all ages and abilities, and ODC/Heath with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and a fitness program for all levels and abilities. Guided by Founding Artistic Director Brenda Way, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training and mentorship. ODC operates a two-building campus consisting of a Dance Commons and the ODC Theater in San Francisco's Mission District (when in-person activities are allowed), and a robust digital program for classes, performances and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for 50 years.

Position Summary

ODC is seeking an experienced, energetic, and highly organized individual to join our Development team. Working alongside the Director of Development, the Individual Giving Manager and Board Liaison develops and implements strategies for the qualification, cultivation, solicitation, and stewardship of donors capable of major and/or deferred gifts of \$15,000 or above. As Board Liaison, the role facilitates the organization's positive and productive relationships with its Directors by serving as a dedicated point-of-contact and facilitating Directors' friend and fundraising efforts as well as their own on-going engagement with ODC.

The successful candidate will demonstrate their ability to build constructive and effective relationships with Artistic and Executive leadership, Board and Advisory Board, donor community, Development team, and ODC's administrative and program staff.

This position is based in the San Francisco, CA office with arrangements for remote work during pandemic/shelter-in-place mandates. The position reports to the Director of Development and meets weekly with the Executive Director and Founding Artistic Director.

Primary Responsibilities

- Responsible for identifying and securing outright gifts and planned gifts from individual donors with a minimum goal of \$625,000 annually.
- Maintain an active portfolio of 75-125 donors/prospects. Develop and implement moves management strategies for qualifying, cultivating, soliciting those donors and an appropriate stewardship plan for the portfolio that demonstrates appreciation, recognition, and engagement of donors.

- Build relationships with donors and prospects via personal or video conferencing visits, phone calls, ongoing written contact, and events. Document donor interactions in the CRM database (PatronManager).
- Acquire and maintain comprehensive knowledge of ODC's mission and work across all program areas in order to inform and engage prospective and existing donors through personalized correspondence and gift acknowledgments.
- Assist in identification and qualification of new prospects and donors.
- Provide Executive and Artistic Leadership and Board members with timely briefing memos and detailed contact reports for meetings and other contacts with donors.
- Along with Artistic and Executive leadership, serve as a primary/first point of contact for Board and Advisory Council members. The role will create and issue reminders for the Board and Advisory Council for development events as well as creating and issuing agendas and reminders for Development Committee meetings. The role will staff the Board's Development Committee, provide briefings and research, solicitation materials, and will capture and circulate donor meeting and committee notes as needed to support the Board's on-going fund and friend-raising efforts.

Qualifications and Requirements

- Bachelor's degree and a minimum of 3 years of individual giving experience with demonstrated ability to design and implement fundraising initiatives including prospect identification, cultivation, solicitation, and stewardship strategies.
- Experience using effective interpersonal skills, listening, diplomacy, and tact to build strong relationships with donors, volunteers, and all levels of staff.
- Ability to skillfully prioritize and manage a robust portfolio and juggle multiple priorities in a fast-paced environment.
- Capacity for absorbing and synthesizing complex program information and translating it into a compelling case for donors.
- Well-developed written and oral communication, negotiation, and organizational skills.
- Aptitude for discerning an individual's interest, capacity, and inclination to help ODC meet its goals, and act appropriately to tie those interests with ODC's work.
- Ability to accurately assess situations with informal or incomplete information and make good decisions based on analysis, experience, and judgment; maintain confidentiality.
- Working knowledge of current trends in charitable giving, particularly in the areas of major gifts and planned giving.
- Comfort working independently and as a team member with initiative and flexibility.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.
- Sense of humor and a passion for ODC's mission is desired.
- Proficiency with Microsoft Office Suite and G-suite. Experience with Patron Manager/Salesforce and BoardEffect a plus.
- When pandemic shelter-in-place restrictions are lifted and in-person performance returns, this position requires attendance at performances and special events. Work on some evenings and weekends is required. Some travel, with advance notice, is required.
- Must be over 21 years of age, have a valid driver's license, and be eligible to work in the US.

Compensation and Benefits

Annual salary is \$75,000. This is a full-time exempt position based in the San Francisco, CA office with arrangements for remote work during pandemic/shelter-in-place mandates. As a dance organization committed to physical well-being, ODC's benefits package currently includes health coverage for full-time employees (vision and dental coverage are available at the employee's cost), two weeks paid vacation, sick leave, access to free dance classes, complimentary tickets to select performances, and a dynamic work environment.

Physical Requirements and Work Environment

- Work is performed primarily in an office and performing arts facilities setting.
- Work is primarily performed sitting and standing.
- Must be able to lift and carry 15 lbs.

Applications and Inquiries

To apply, please send a cover letter, resume, salary requirements to hr@odc.dance. Please reference "Individual Giving Manager and Board Liaison" in the subject line of your email. Position is open until filled. No phone calls, please.

At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.