



CAMPAIGN AND INDIVIDUAL GIVING MANAGER

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

Background:

ODC is a ground-breaking contemporary arts institution: a world class dance company, a presenting theater, and a dance school. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for nearly 50 years, our programs and activities contribute to San Francisco's vibrant dance and arts ecosystem, community development, arts education, and access to creative art-making. ODC strives to cultivate artists, inspire audiences, engage the community, and foster diversity and inclusion through dance performance, training and mentorship.

Position Summary:

The Campaign and Individual Giving Manager reports directly to the Director of Development and manages planning and execution of the annual Spring-for-Kids, the annual Year-End Appeal, and other special campaigns to deliver contributed income goals and grow ODC's base of supporters. In addition, the Campaign and Individual Giving Manager plays a pivotal role in planning and executing ODC's cultivation, solicitation and stewardship activities for donors giving up to \$1,000. As a member of the Development team, the Campaign and Individual Giving Manager provides hands-on assistance to the Director of Development, Board members and senior team members to support ODC's on-going prospect and donor identification, cultivation and engagement.

Role and Responsibilities:

The ideal candidate will bring to their work outstanding communication skills, the ability to prioritize and maintain strong organization of tasks and projects, a passion for accuracy and detail, a commitment to ODC's mission, and the capacity to build and steward relationships. Specifically, the role will:

Campaigns

- Plan, execute and manage multiple individual giving campaigns throughout the year, including annual efforts such as Spring for Kids, Buddies for Bunnies, Year End Appeal as well as short and long-range giving campaigns to generate contributions around special initiatives, affinity groups, and other opportunities.
- Monitor campaign results and develop methods for increasing their output and efficiency.
- Strategically implement and lead both comprehensive direct mail and digital (email and social media) formats for fundraising campaigns to maintain existing donors and acquire new donors.
- Create and issue reports for ongoing fundraising campaign activities and reports for various constituencies (Board, Development Committee, other departments, etc.).
- Analyze past and current campaign performance to lead and/or guide giving campaigns to success.

Donor and Prospect Cultivation and Relationship Management

- Conduct research into current and potential patrons to assist ODC with understanding the evolving pathways for deepening engagement with its constituents.

- Serve as the lead relationship manager for a portfolio of 30 high-priority donors at the \$500 - \$1,000 levels, and create and implement the cultivation and stewardship plan to grow these donors into major donors over time.
- Assist Development and Executive staff and Board in identifying and facilitating pathways to growth by identifying prospects through research, discussions with existing donors and patrons, and by developing profiles which include past giving history (to ODC and other organizations), affiliations, wealth engine or equivalent capacity ratings, and other relevant data to inform cultivation strategy and next steps.
- Provide hands-on assistance and staffing to the Director of Development, Board, Volunteer Committee members and Executive Staff at special events and activities such as performances, open rehearsals, school showcases and fundraisers such as Gala and Fall for Art celebrations to support their cultivation and donor/prospect relations efforts.
- Assist with review of data input/entry and ongoing data management for donor and prospect records in Patron Manager customer database system.
- Assist with donor recognition and acknowledgement.

Qualifications and Requirements:

- Must be over 18 years of age and eligible to work in the US.
- Bachelor of Arts degree in applicable field required.
- Knowledge of the performing arts preferred.
- Excellent communication skills (verbal and written).
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, team-oriented environment.
- Organized, with excellent skills in prioritizing and time-management; strong creative problem-solving abilities.
- With advance notification, must be able to staff activities after-hours/weekends as appropriate.
- Minimum three years of development experience in related field with progressive responsibilities and demonstrable knowledge of effective development practices.
- Demonstrated success with revenue generating campaigns, which can range from traditional (e.g.; annual appeals) to non-traditional (e.g.; online crowdfunding).
- Experience with successfully moving donors through the lifecycle of qualification – cultivation – solicitation – stewardship.

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.

Compensation and Benefits

Salary range is \$44,000-\$48,000, commensurate with experience. 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, free dance classes, and a dynamic work environment.

Applications and Inquiries

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

ODC is an Equal Opportunity Employer.