

**annual giving manager**

Organization: Charlotte Ballet   
Reports to: Director of Philanthropy

Salary: Competitive and commensurate with experience

Apply By: October 26, 2018

Position is: Full-Time Exempt

Reporting to the Director of Philanthropy, the Annual Giving Manager is responsible for identification, cultivation, solicitation and stewardship of individual donors. The position works closely with the Director of Philanthropy to create and manage a prospect pipeline and support a comprehensive strategy to meet revenue goals for individual contributions.

**Key Responsibilities:**

***Cultivation & Solicitation***

* **Plan and implement strategic individual giving campaign (donors $2,500 and below)**
* Manage and implement existing tools, and refine and create new ones, to support Individual Giving Committee and full Board’s work in cultivating and soliciting new individual donors
* Support Director of Philanthropy in preparing solicitation materials including introductory letters, proposals, informational packets, final reports and other mailings/correspondence
* In partnership with Special Events Manager, create cultivation plans that leverage Charlotte Ballet’s significant special events supporters and motivate successful conversion from attendees/sponsors into annual donors

***Benefit Fulfillment & Stewardship***

* Support Director of Philanthropy, Marketing and program staff in providing benefit fulfillment and recognition for individual donors

***Prospecting & Research***

* Through research and analysis, build and manage a portfolio of prospective new individual donors
* Conduct prospect research and cultivation for Major Gifts and special campaigns; coordinate donor visits for Artistic, Executive, Board and staff leadership

***Additional Development Team Duties***

* Manage the development department’s donor database, The Raiser’s Edge. Process all donations, identifying appeals and applying appropriate coding for segmentation; entering gifts and preparing deposits; and creating and executing Reports and Queries
* Attend and support overall Development department activities, including performances, fundraising events and donor cultivation and stewardship events throughout the season
* Serve as department liaison to Director of Finance, supporting department’s financial reporting

**Qualifications:**

* Minimum of two years’ experience in fundraising and proven success raising support
* Previous experience researching and managing portfolios; cold-calling experience a plus
* Outstanding interpersonal, written and oral communication skills and an ability to interact comfortably with a broad range of individuals, including high net-worth donors; exhibits a high degree of tact and diplomacy.
* Excellent organizational and time management skills, including proficiency in prioritizing and managing multiple, diverse and ongoing projects**;** attention to detail; strategic thinking and analysis; and initiative and independence, combined with the ability to work well as part of a team.
* Knowledge of Blackbaud’s Raiser’s Edge or similar donor database required.

**To apply:**

Send cover letter, resume and salary requirements to [developmentsearch@charlotteballet.org](mailto:developmentsearch@charlotteballet.org). Please label the email subject line “**Annual Giving Manager.**” No phone calls please. Charlotte Ballet is an Equal Opportunity Employer.