North Carolina Dance Theatre
Annual Giving Manager
Date Position Available: January 13, 2014
Position Reports To: Director of Development
Position is: Full Time

Overview of Responsibilities:
Reporting to the Director of Development and working closely with the Director of Individual Giving, the Annual Giving Manager at North Carolina Dance Theatre is responsible for conducting research and analyzing data to attract new and increased donations and sponsorships; creating and managing donor and prospect portfolios; and supporting cultivation, solicitation and stewardship of donors and sponsors in order to attain development department’s fundraising goals. This position also provides support for the development department by assisting with special events and volunteer auxiliary group activities.

Duties and Responsibilities:
- Working with the Director of Individual Giving, assist with planning, creating and implementing Annual Fund campaign; including creation of prospect portfolios, assistance with campaign solicitations and follow-up, and production of timely acknowledgement/recognition materials
- Working with the Director of Development, assist with annual corporate and special events sponsorships; including prospect research and the creation of a lower-level annual corporate giving campaign
- Create cultivation plans that leverage Dance Theatre’s significant special events support and motivate successful conversion from attendees/sponsors into annual donors
- Conduct prospect research and cultivation for Major Gifts and special campaigns; coordinate donor visits for Artistic, Executive, Board and staff leadership
- 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
- Represent Dance Theatre at performances, special events, auxiliary group activities and other donor-related events as needed. Help plan and execute development opportunities around them as needed
- Participate on Corporate Development and Individual Giving committees and assist development department staff in other fundraising duties as needed

Desired Qualifications:
Bachelor’s degree in arts management or a related field, or equivalent professional experience; minimum of two years’ experience in fundraising and proven success raising support for budgets in excess of two million dollars. Experience in a nonprofit organization is preferred. A proven track record of well-honed skills in developing long-term donor cultivation and solicitation strategies, with successful annual results. Outstanding interpersonal, written and oral communication skills and an ability to interact comfortably with a broad range of individuals, including high net-worth donors. 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.

Compensation is competitive and commensurate with experience. Please send resume, cover letter and salary requirements to: developmentsearch@ncdance.org. No phone calls please.

North Carolina Dance Theatre is an Equal Opportunity Employer Committed to Diversity