

INDIVIDUAL GIVING COORDINATOR

Department: External Relations

Reports to: currently, Managing Director; when hired, Director of Development

Direct Reports: N/A

Classification: This is a full-time, exempt (salary) position

Compensation: \$52,000 annually, plus an array of benefits including health & dental insurance

How to apply: Please submit resume and cover letter to human.resources@longwharf.org. Please include in the subject line: "Individual Giving Coordinator."

The Invitation:

Long Wharf Theatre (LWT) is a gathering place dedicated to producing boundary-breaking theatre with and for its kaleidoscopic communities. We believe that theatre is for everyone, and are committed to building artistically innovative theatre with, for, and by the greater New Haven community. At Long Wharf Theatre all individual donors are considered members. The Individual Giving Coordinator oversees the cultivation and stewardship of LWT members by managing the donor database and the gift fulfillment and acknowledgement process; tending to relationships with LWT members; and supporting daily activities of LWT's fundraising programs and external relations operations.

The Work Environment and Culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

The Duties (including, but not limited to):

Board of Directors Coordination

- Schedule full Board and committee meetings and attend to take notes / meeting minutes as needed.
- Facilitate communication between LWT staff and Board members; distribute Board handbook, contact lists, and reference materials; create and deliver monthly Board update newsletter.

Individual (Member) Cultivation, Engagement and Stewardship

- Serve as point of contact for LWT members, assisting with benefit fulfillment with the highest possible level of customer service.
- Provide support for new and existing membership programs and giving initiatives.
- Coordinate and distribute member communications, including annual fund campaign, monthly member newsletter and other communications as needed.
- With the Corporate Giving and Events Manager, plan and execute member cultivation and stewardship events.
- With the Director of Development and members of the External Relations team, set annual and quarterly member recruitment goals and deliver strategies to achieve these goals and track the success of the program.
- Collaborate and coordinate with other departments / teams engaged in member activities and programs.

Administrative Duties

- Ensure all gifts and pledges are accurately recorded and reconciled in database; manage and maintain digital or hardcopy backup donation records and record-keeping processes.
- Oversee and facilitate gift acknowledgement and renewal processes.
- Support the Director of Development in the strategy, planning, and execution of annual fund solicitations.
- Draft and prepare development correspondence, sponsorship agreements, and other written outreach.
- Manage and execute donor benefits fulfillment including playbill listings and other forms of funder/donor recognition; code constituent records for ongoing stewardship.
- Work alongside external relations colleagues for data and audience-building projects; help with mailings, tabling

events, community relations opportunities, and other projects in all areas of external relations.

- Participate in department, staff, financial forecasting, and select board meetings as needed.
- Attend trainings in data management and other relevant skill-building as necessary.
- Attend anti-racism, anti-harassment and safety trainings as required.

The Skills & Expertise Needed:

- Commitment to working within an organization dedicated to advancing anti-racism, gender equity, and radical inclusion.
- Strong communication skills and comfort with engaging, soliciting and supporting donors and members.
- Comfort with cross-departmental collaboration and internal communication is essential.
- Excellent writing, copy-editing, and proofreading skills, with attention to detail.
- Experience with event planning and complex scheduling.
- Ability to maintain multiple projects simultaneously and successfully meet deadlines.
- Strong organizational skills and the ability to work independently as well as on a team. Proactive and self-directed.
- Ability to ensure confidentiality with donor data and Board information.
- Ability to learn web-based software required for the job and for administrative purposes; working knowledge of donor database or similar CRM tools.
- Ability to use a computer for email, calendaring, spreadsheets, and word processing.
- Provable eligibility to work in the US.

The Experience Needed:

- 2-3 years' work experience in development or customer service setting; familiarity with working in an office.
- Interest in/knowledge of live theatre or the performing arts.
- Knowledge of fundraising software, project management, and data management is helpful.
- We understand that people gain skills through a variety of professional, personal, educational, and volunteer experiences. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

Vaccination against COVID-19 is strongly encouraged.