

San Diego Repertory Theatre



POSITION TITLE: Director of Major Gifts
FLSA STATUS: Exempt
REPORTS TO: Director of External Affairs
DEPARTMENT: Development

ORGANIZATION:

San Diego Repertory Theatre (The REP) produces intimate, provocative, inclusive theatre. We promote an interconnected community through vivid works that nourish progressive political and social values and celebrate the multiple voices of our region. We are committed to diversity both on-stage and among our staff and invite interested applicants to review our EDI statement, posted on our web site. We encourage applications from marginalized communities including Black, Indigenous, people of color, LGBTQIA+, women, neurodiverse, and people with disabilities.

Position Summary

The Director of Major Gifts (DMG) reports to the Director of External Affairs (DEA) and will manage, cultivate, solicit, and steward a portfolio of mid-level and major prospects and donors. S/He/They will support and partner with the DEA in the strategizing, planning and implementation of all mid-level and major giving activities. With guidance and support from the DEA and the Managing Director (MD), the DMG will be responsible for developing the overall strategy to ensure the success of our signature donor engagement touchpoints such as opening nights, donor luncheons, and the like. S/He/They are responsible for creating and implementing strategies and plans for major gift solicitations. The DMG will support the DEA in ensuring the daily operations of the Development Department run smoothly and efficiently including the administration of all annual fund campaigns, direct mail and telemarketing efforts. S/He/They will work to generate weekly and monthly campaign reports and will establish and regularly monitor key measurements to foster a results oriented culture for the team.

ROLES AND RESPONSIBILITIES

- Responsible for cultivating, stewarding and soliciting a portfolio of donors from \$1,000-9,999.
- Coordinate and implement strategy for current donors and prospects, using moves management.
- Work with DEA to plan and manage meetings with Development Team members, community leaders and Board of Trustee members.
- Work with DEA to design and manage sponsorship including cash and in-kind sponsorships.
- Assist in the planning and implementation of Donor Events, including; Opening Nights, Inner Circle Special Events, and Board Meetings/Retreats.
- Assist DEA in creating and implementing the Annual Development Plan.
- Financial responsibility includes working within a budget and meeting fundraising objectives.
- Act independently and in DEA's stead as needed, exercise independent judgment to identify and solve problems.
- Manage assigned projects, coordinating the work of peers and setting deadlines.
- Persuasively convey the mission of San Diego REP to diverse groups who are key stakeholders in the organization's overall success.
- Other responsibilities as amended/assigned by supervisor and Managing Director

EXPERIENCE, KNOWLEDGE, and SKILLS

- 5-7 years of experience in a fundraising or similar environment.
- Sensitivity for collaborating with diverse individuals, including coworkers, staff, donors, board members and artists who represent a variety of ethnicities, religions, genders, sexual orientations, and abilities.
- Proven ability to develop and implement fundraising strategies that will guide annual campaign efforts.
- Proven ability to manage fundraising projects research and processes.
- Demonstrated ability to work closely with key stakeholders.
- Proficiency with fundraising database administration and management is essential, knowledge of Tessitura CRM a plus.
- Flexible perspective – ability to work with processes and systems that are evolving and subject to change.
- Innovative problem-solver who can generate workable solutions.
- Strong oral and written communication skills that will support donor stewardship strategies and organization-wide fundraising efforts.
- Strong analytical skills, including the ability to evaluate campaign results and identify trends.
- Strong organizational skills including the ability to set priorities and meet deadlines.

- Excellent interpersonal skills including the ability to communicate across department and organizational boundaries, influence the decision of others, and deal effectively with multiple “customers” including department heads, donors, trustees and others.
- Ability to perform detailed work with a high degree of accuracy.
- Ability to communicate in a professional, courteous manner in person, by e-mail and by telephone.
- Ability to work independently and in a collaborative team environment.
- Ability to adhere to the AFP Code of Ethical Standards and the AFP Donor Bill of Rights
- Proficiency with MS Office Applications – Word, Excel and Outlook.
- Ability to work nights and weekends as needed.
- Spanish language proficiency is a plus.
- Knowledge of theatre and arts administration is a plus.

EDUCATION

Bachelor's degree from an accredited institution, or equivalent work history. MA or advanced degree is a plus.

COMPENSATION

This full time exempt position will receive compensation of \$70,000-\$80,000 per year. Compensation package includes benefits, including paid vacation, employer sponsored health insurance, employee-paid dental and vision insurance, and participation in 403b and FSA.

TO APPLY

Please email your resume, and cover letter to vrainwater@sdrep.org and tell us why you are the ideal candidate for this specific job. Please use the subject line **DMG Opening** in your email. Form letters or resumes without a cover letter will not be considered.

The REP is an Equal Opportunity Employer (EOE) and will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.