

Job Posting

Manager, Individual Giving

The National Ballet of Canada, Canada's premiere dance company and one of the world's top international dance companies is looking for an exceptionally motivated Manager of Individual Giving to build long-term donor relationships in support of the National Ballet's annual and Endowment campaigns.

The Manager, Individual Giving is an integral part of the development process, will develop an annual plan and strategy and lead a team who focuses specifically on the identification, cultivation, solicitation and stewardship of annual donors to the Turnout program and the Patrons' Council, making annual gifts of \$500 to \$25,000 totalling \$1.7 million annually. The Development Department is committed to raising funds from a broad base of constituents and providing excellent donor services.

Reporting to the Director of Development, the Manager, Individual Giving will perform the following:

- > Develop a comprehensive program of solicitation strategies involving e-mail, direct mail, telephone, and in-theatre fundraising initiatives, to create a growing and sustainable foundation of annual support.
- > Monitor financial results of all programs to ensure achievement of fundraising targets.
- > Analyze data to ensure efficiency and effectiveness of programs. Test and track results of new initiatives.
- > Personally manage leadership giving from \$10,000 - \$25,000.
- > Manage relationships and provide resources (including strategy and training) for a group of high-level volunteers on the Patrons Council and Turnout committees.
- > Coordinate annual giving programs with all other fundraising initiatives in a way that optimizes the effectiveness of all programs.
- > Manage and mentor annual giving staff – Development Officer, Patrons' Council and Development Coordinator.
- > Develop new initiatives to grow the individual giving program based on the latest developments in the fundraising industry.
- > Promote a culture of best practices to ensure optimum donor satisfaction.

Qualified candidates should forward their resume to Kathleen Matatya, HR Officer at HR@national.ballet.ca by January 20, 2012.

Qualifications:

- > University degree or equivalent
- > At least 5 years professional experience in a not-for-profit environment, working in annual campaigns
- > Good knowledge of direct mail, e-marketing web and telemarketing, as well as a good understanding of major gift solicitations.
- > Experience managing and working with senior level volunteers.
- > Possess strong technical skills including experience with database applications (knowledge of Tessitura is an asset), and ability to use and analyze data.
- > Highly organized with excellent verbal and written communication skills and impeccable attention to detail.
- > Ability to work independently and as a member of a team, with minimal supervision. Able to adjust to changing priorities and meet deadlines.
- > Experience managing and mentoring staff.
- > A passion for the performing arts, and a willingness to work evenings and weekends, as required.
- > Conduct that demonstrates adherence to the AFP Standards of Professional Practice.