

OREGON **BALLET** THEATRE

Our Mission

Oregon Ballet Theatre is committed to sharing our passion for the expressive power of ballet, inspiring an enduring appreciation of dance, and connecting in meaningful ways to our community through excellence in performance, training and educational programs.

Our Vision

To be an inclusive, relevant, and compelling company that reflects the essence of Portland, with artists of national caliber, a strong, unified and enthusiastic board, financial stability, and a reputation for being a great place to work. We are the gold standard for dance in our region, known for articulate, dynamic, and expressive work, on stage and off.

Job Title: Manager of Individual Giving

The Manager of Individual Giving executes strategies to cultivate, steward, and grow relationships with individual donors. This role is responsible for designing donor communication campaigns, developing and managing moves management plans, and ensuring seamless execution of donor recognition and engagement activities. The manager collaborates with the Director of Development to achieve annual fundraising goals, focusing on growing donors under \$10,000, and leverages data management systems to maintain accurate donor records and plans.

Additionally, the Manager plays a key role in donor-focused events, managing logistics for the Annual Gala, performance-based events, and cultivation gatherings. Acting as a front-line representative at performances and events, the Manager ensures meaningful donor engagement through personalized interactions and post-event follow-ups. This position requires a detail-oriented and strategic individual who is passionate about building lasting donor relationships and advancing the organization's mission.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Job Duties/Competencies:

Design and Execute Donor Communication: Develop and implement donor correspondence, including renewals and targeted communication campaigns for various giving levels. Ensure timely execution of donor recognition, benefits, and engagement activations.

Develop Moves Management Plans: Collaborate with the Director of Development to create and implement moves management strategies, including personalized donor stewardship through tailored reports, acknowledgments, and recognition materials.

Event and Performance Representation: Serve as front-line staff at performances and events, managing event coverage, concierge communication, and post-event engagement follow-ups.

Manage Donor Reporting and Portfolios: Oversee monthly donor circle reporting, including executive donor and prospect portfolio management through research, stewardship tasks, and maintaining accurate records.

Support Annual Fundraising Goals: Assist the Director of Development in achieving annual fund revenue targets from individual donors. This includes designing compelling year-round campaigns, fostering relationships with existing members, and identifying mid-level donor prospects (\$1,000 to \$10,000).

Maintain Donor Data Accuracy: Collaborate with the Director of Development and Development Operations Manager to ensure accurate donor contact information, solicitation records, and stewardship plans within the Tessitura database.

Coordinate Event Logistics: Manage logistics for the Annual Gala, performance-based events, and cultivation parties. Responsibilities include creating sponsorship decks, designing invitations, updating webpages, coordinating catering and venue arrangements, managing acknowledgments, and conducting donor research.

Supervisory Responsibilities: No Direct Reports

Education and/or Experience:

- Bachelors Degree or Commensurate Experience
- 3-5 years of professional, volunteer and/or lived experience raising at least \$300,000. annually from individuals in a non-profit setting.
- Proven experience creating and implementing strategies to identify, cultivate, solicit, and steward individual major donors.
- Knowledge of effective individual major donor fundraising techniques and best practices, including moves management and donor-centric approaches.
- Successful volunteer management experience, including supporting, leveraging, motivating, and driving to results with executives and Board members.
- Exceptional interpersonal and relationship-building skills, including excellent listening skills, ability to establish connections quickly, and adept at individualizing communications.
- Talented communication skills, including strong and compelling written, verbal, and presentation abilities.
- Results-oriented with a bias to action. Ability to act quickly, pivot swiftly, and move from talk to action speedily.
- Commitment to advancing racial diversity, equity, and inclusion. Experience engaging and partnering with people of color, including Black, Latinx, Indigenous, Asian, and other communities.
- Ability to regularly prioritize and manage multiple, and sometimes

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competing, priorities, needs, and expectations.

- College degree and/or college-level studies preferred.

Computer Skills:

- Microsoft Office Suite
- Customer Relationship Management software experience: Tessitura Preferred
- Communications and Project Management Software desired: Wordfly, Canva, Asana

Travel Requirements:

This role is required to travel to the venue of the production, and must be reliable.

Other:

Role requires night and weekend hours.

Equity:

OBT is committed to a diverse, racially and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

Our Culture:

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork.

Diverse, Equitable and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

Accommodations:

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities of this job.

Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Working Conditions:

This job operates in a shared professional workspace in our Bancroft Offices which includes rehearsal studios, as well as in large public theaters during season performances. much work is conducted remotely offsite.

Work Schedule:

This is a full-time position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 5 p.m. This position regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.

Travel:

This position needs to be mobile, and able to quickly get to donor's homes and places of business. Travel is primarily local during the day, evenings, and weekends. Some out-of-area and overnight travel may be expected.

Compensation:

This salaried position starts at \$57,000. - \$62,000. and is provided full benefits, including: employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

<p>Physical Demands</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</p> <p>While performing the duties of this Job, the employee is regularly required to sit. The employee</p>	<p>Work Environment</p> <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals</p>
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<p>is frequently required to use their hands to operate a keyboard and mouse. The employee is occasionally required to stand, walk; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.</p>	<p>with disabilities to perform essential functions.</p> <p>The noise level in the work environment is usually quiet. Hearing music should be expected.</p>
<p><i>Department:</i> Development <i>Reports To:</i> Director of Development <i>FLSA Status:</i> Exempt</p>	<p><i>Prepared By:</i> Nicolas Gaudreau <i>Prepared Date:</i> 1/7/25 <i>Approved By:</i> <i>Approved Date:</i></p>