**Manager- Individual & Legacy Giving**

Job Department: 20/1000 Job Location: Dayton
Reports to: Chief Development Officer State: Ohio

FLSA Status: Exempt Website: [www.daytonlive.org](http://www.daytonlive.org)
Prepared By: Human Resource Manager Prepared Date: 01-23-2023

Dayton Live, located in the heart of downtown Dayton, is one of the city’s premier, not-for-profit arts organizations and the largest real estate owner in downtown proper. We present more than 300 performances for all ages and interests each year, including touring Broadway, comedians, concerts, films, and family shows. We operate and maintain the Benjamin & Marian Schuster Performing Arts Center, Victoria Theatre, the PNC Arts Annex, and Metropolitan Arts Center (home of The Loft Theatre) for the benefit of the community and the arts organizations that use them. We also own and operate The Arts Garage.

**Purpose:**

The Manager of Individual & Legacy Giving oversees all aspects of Dayton Live’s comprehensive individual and legacy giving program in support of Dayton Live’s performances, artistic and education programs, and special projects. This position is responsible for securing philanthropic and sponsorship support through identification, cultivation, solicitation, and stewardship of individual donors, particularly major donors, and planned giving/legacy donors.

**Education & Experience:**

Bachelor’s degree preferred

Minimum 5 years experience in fundraising or sales, specifically with major donors. Knowledge of the local market and proven fundraising/sales record required. Strong working knowledge of Microsoft Office and CRM databases; extra points for Tessitura. Outstanding proofreading skills and attention to detail. Enthusiasm for the performing arts. Must conduct duties in a positive, professional manner. Must be able to work effectively with a variety of personalities.

**Internal Partnerships:**

Develops and maintains relationships throughout Dayton Live departments to identify prospects and encourage organization-wide participation in fundraising efforts. Ensures coordinated cultivation and solicitation efforts with Marketing, Operations, and Facilities departments, and others where appropriate.

Manages fulfillment and reporting requirements for all individual donors, major donors, special campaign donors, and planned giving donors including:

* Maintains accurate and up-to-date master grid documenting donors and donor benefits.
* Coordinates with other departments to ensure ongoing, proper, and accurate recognition of individual donors and sponsors in all Dayton Live materials.

**Essential Functions:**

* Support individual fundraising campaigns, including direct mail and digital campaigns
* Update and maintain the donor database system
* Process all financial gifts in the donor database system
* Generate gift acknowledgment and tax letters in a timely manner, collaborating with Development Coordinator
* Create and provide benefit fulfillment for individual and major donors
* Prospect research
* Leads Employee Giving Campaign
* Assist in staffing sponsor and donor receptions. Manage individual donor events, including the room and catering arrangements and handling RSVPs
* Maintain, update, and proof program book listing of donors and major donors
* Manage department mailings and coordination with mail house
* Oversee the recognition of the Legacy Society of donors and special donors’ groups
* Collaborate with Chief Development Officer on special campaigns, including capital and endowment campaigns
* Other duties as assigned

**Knowledge:**

* Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Understanding of moves management principles is essential.
* Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
* Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
* Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
* English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
* Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, and other office procedures and terminology.

**Skills:**

**Basic Skills**

* Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
* Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
* Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
* Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
* Speaking - Talking to others to convey information effectively.
* Writing - Communicating effectively in writing as appropriate for the needs of the audience.

**Social Skills**

* Coordination - Adjusting actions in relation to others' actions.
* Instructing - Teaching others how to do something.
* Negotiation - Bringing others together and trying to reconcile differences.
* Persuasion - Persuading others to change their minds or behavior.
* Service Orientation - Actively looking for ways to help people.
* Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

**Complex Problem-Solving Skills**

* Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Systems Skills**

* Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Resource Management Skills**

* Management of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
* Time Management - Managing one's own time and the time of others.

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Physical demands:** While performing the duties of this job, the team member is required to walk; stand for up to seven (7) hours at a time; sit; use hands to handle objects; reach with hands and arms; balance, stoop, talk and hear. The team member must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include vision and ability to read documents.

**Work environment:** While performing the duties of this job, the team member is exposed to a noise level that is usually minimal to moderate.

**Equal Employment Opportunity:** All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital or family status, sexual orientation, or gender identity.

**General Information:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Dayton Live reserves the right to change or modify the employee's job description whether orally or in writing, at any time during the employment relationship. Dayton Live may require an employee to perform duties outside his/her normal description.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_