



the
ORPHEUM HALLORAN CENTRE
Exploring the World

Title: Manager of Individual Giving
Department: Development
Reports to: Vice President of Development
Supervises: None
FLSA Status: Full Time, Exempt
Minimum Salary: \$50,000

At the Orpheum Theatre Group, you will find amazing talent on our stages and throughout our dedicated staff. We are committed to serving the Mid-South through our nonprofit mission, which includes our numerous education and community engagement programs and our commitment to equity and diversity. Our Orpheum Theatre Group team is dynamic, creative, innovative, and community-minded, and we are ready to welcome you!

Reporting to the VP of Development, this position will help sustain both the annual giving fund and other individual giving opportunities while contributing to the organization's strategic fundraising plan. This role is crucial in building and stewarding relationships with current donors and prospects to support and scale the Orpheum Theatre Group's annual fund and individual giving programs. As an integral member of a well-functioning and aligned team, you will work collaboratively with colleagues within the organization to achieve fundraising goals. This is not an independent contributor role; instead, it requires a team-oriented approach to develop and implement effective donor relations strategies.

The right candidate is an experienced, personable, and outcome-oriented individual who employs interaction as their primary tool, along with exceptional written, verbal, and presentation skills to comfortably align our mission message to current and prospective donors. A key contribution of the individual giving manager will be to strategically plan and execute all aspects of identification, cultivation, solicitation, and stewardship to help grow a sustainable annual giving program for the organization as well as to manage a personal portfolio. The manager will ensure revenue goals are met for various fundraising responsibilities. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

How You Will Contribute

- Develop and execute strategies to identify, qualify, cultivate, and steward individual donors and prospects, with a focus on subscribers and other high-potential segments.
- Manage a portfolio of donors, ensuring personalized and strategic engagement to deepen their connection to the Orpheum Theatre Group.
- Collaborate with the Development Team to integrate donor relations strategies with broader fundraising initiatives, including campaigns and special events.
- Utilize data-driven insights to assess donor potential and effectively prioritize outreach efforts.
- Research and pursue new opportunities to expand the donor base and increase contributions.

- Develop and implement a system to manage and maintain donor interactions and outcomes, ensuring accurate and detailed records are kept.
- Develop and track key performance metrics to evaluate the effectiveness of donor relations activities and ensure alignment with fundraising goals.
- Create and execute an annual giving plan that outlines strategies for both new donor acquisition and current donor growth via direct mail campaigns, mission impact communication, and targeted stewardship
- Stay informed about industry trends and best practices in donor relations and fundraising.
- Be an active and visible member of development team at OTG fundraising events like Orpheum Soiree, Dinner on Stage, Golf for Education, and at the donor lounge at Broadway shows. Attendance at evening and weekend functions is expected when scheduled
- Understand the mission, history, programs, and financial needs of OTG

Department and Organization Participation

- Contribute to department and organizational goals as well as individual goals
- Assist as needed on all department duties as assigned
- Contribute to the organization's mission, vision, values, and commitment to equity
- Attend community events as a representative of the Orpheum Theatre Group

How You Stand Out

Preferred Experience

- 3-5 years of development and fundraising experience, preferably in the arts and culture sector
- Experience should demonstrate a proven track record of front-line, individual giving within the non-profit sector
- Significant CRM experience
- Experience planning, implementing, and executing fundraising events and direct mail solicitations
- A bachelor's degree or equivalent experience is required

Preferred Skills

- Outstanding persuasive written and verbal communication skills
- Requires excellent administrative, organizational, planning, budgeting, and interpersonal skills
- Strong attention to detail and follow through
- Process oriented with highly advanced organizational skills: position manages many projects at various stages of completion at a time
- Comfortable working with deadlines and in a high-pressure environment
- Strong ability to listen and understand the intentions of prospects, sponsors, and donors
- Demonstrates advanced aptitude for relationship-building and positive interpersonal interactions. Relentless responsiveness to donors
- Strategic thinking and decisive problem-solving skills
- Strong knowledge of MS-Office and fundraising database systems

- Positivity, flexibility, and adaptability/Comfortable working in a fast-paced environment
- Comfortable working with a highly collaborative team
- Willing and available to work flexible hours, including nights and weekends, as required

How We Stand Out

Benefits and Perks

- 401(k) and 401(k) matching
- Health, dental, vision, and life insurance
- Paid time off
- Paid holidays
- Parental leave
- Parking provided
- Tuition reimbursement opportunities
- A diverse team of colleagues
- Volunteer and committee opportunities
- Tickets to select Orpheum and Halloran Centre events as available
- Campus located in the heart of downtown Memphis with a historic theatre and modern performing arts and education center

Our Mission

The mission of the Orpheum Theatre Group is to enhance the communities we serve by utilizing the performing arts to entertain, educate and enlighten while preserving the historic Orpheum Theatre and the Halloran Centre for Performing Arts & Education.

Our Vision

The Orpheum Theatre Group will strive to be a world-class performing arts organization, serving as a cultural beacon and catalyst for positive change.

Our Values

- **Innovative:** The Orpheum Theatre Group takes risk and invests in new ideas.
- **Inclusive:** The Orpheum Theatre Group is welcoming and accepting to all.
- **Inspirational:** The Orpheum Theatre Group motivates positive change through the performing arts.
- **Integrity:** The Orpheum Theatre Group acts ethically and considers all viewpoints.
- **Impactful:** The Orpheum Theatre Group provides meaningful opportunity.
- **Transformative:** The Orpheum Theatre Group changes lives, Memphis, and the world.

Our Commitment to Equity, Diversity, and Inclusion

We are dedicated to equity, inclusion, and respect. We commit ourselves to listening to and elevating voices that have been systemically silenced.

The Orpheum Theatre Group is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.

Interested applicants should email resume to hr@orpheum-memphis.com