



Individual Giving Manager

Union Arts Center (UAC) seeks a **Individual Giving Manager**. The Individual Giving Manager is responsible for increasing donations from individual supporters and building strong, lasting relationships with them. Their work supports the organization's financial stability and contributes to achieving its multi-million-dollar fundraising goals.

The position focuses on growing the number of new donors (acquisitions) and expanding the mid-level giving program (donors who give \$500–\$4,999). The manager develops and oversees strategies to attract, retain, and steward donors, ensuring consistent and growing revenue through coordination and implementation of multiple campaigns throughout the fiscal year, including Giving Tuesday/GiveBig initiatives. The Individual Giving Manager helps create the materials needed to steward, solicit, cultivate, and thank individual donors, and must be able successfully and succinctly articulate the need/case for support

The Individual Giving Manager brings a strategic and collaborative approach to funding and developing systematic work processes, stewarding gifts, and establishing and managing processes for fulfillment. They work with the Stewardship and Events Manager to cultivate donors and fulfill promised benefits. They work with the Development Associate to code gifts for data entry and acknowledgement.

As a front-line fundraiser, they must exercise care, creativity, authenticity, and good judgement. All positions within the organization are expected to support goals related to Equity, Diversity, Inclusion, Accessibility, and Belonging.

The annual salary for this full-time, non-exempt position is \$73,000. Position requirements include working onsite 3 days a week and occasional night and weekend work. UAC provides comprehensive benefits, including access to medical insurance, with UAC paying 92% of the monthly premium for the HMO plan, and dental and vision insurance with employee contribution. Long term and life insurance premiums are fully covered by UAC. We offer 11 paid holidays, access to a 403b plan, \$6 discounted downtown Seattle parking, and free tickets to UAC productions. PTO begins at 20 days per year, and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

Please apply by emailing your resume and a cover letter outlining your interest in the position and your qualifications to work@unionartscenter.org. If accommodations may be needed for the application process, please contact work@unionartscenter.org.

Roles and Responsibilities include:

Acquisition and Midlevel (\$500 - \$4,999) Donor Management

- Responsible for the acquisition, cultivation, stewardship, and renewal of individual donors under \$5,000
- With the Director of Development, create an annual plan for donor moves management that includes strategic renewal cycles, campaigns, and appeals
- Collaborates with colleagues on donor moves including but not limited to annual fund and portfolio strategy, preparation of solicitations, and donor offers.
- Implements a comprehensive strategy for identifying and acquiring new members, renewing lapsed members, and upgrading current members through direct communications, online campaigns, and all other special initiatives
- Leads collaboration with colleagues on all initiatives outside of a regular cycle; GiveBIG, Giving Tuesday, subscription renewals, and other campaigns as identified
- Analyses and reports on acquisition and mid-level portfolio reporting
- Leads acquisition strategy

- Assist as requested with communication including but not limited to: direct mail appeals, e-marketing, web copy, Encore program content, acknowledgement letters, and other related copy

Donor Stewardship

- Manages a designated portfolio of midlevel donors from \$500-\$4,999
- Build and maintain relationships with individual donors, including in-person meetings and regular communications
- Collaborates with colleagues on event planning, including but not limited to donor benefit events and fundraising events
- Attends UAC performances and events to cultivate and steward donors
- Assists donors with inquiries for auction requests, general information and other outreach as assigned.

General Administrative Duties

- Tessitura database management as pertains to reporting, plans set-up & maintenance, analytic dashboard development and constituent research/maintenance
- Possesses deep knowledge of UAC programs and initiatives
- Make all decisions based on sufficient and reliable information that is aligned with organizational principles, policies, and procedures
- Develops and documents standard operating procedures for job duties

Other Duties

- Establish and maintain collaborative working relationships with UAC colleagues, Trustees, and other constituents to maximize the department's total contributed revenue
- As capacity allows, participates in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- Other duties as assigned

Experience & Qualifications:

- Minimum three years relevant experience in a non-profit setting development/philanthropy setting
- Bachelor Degree or commiserate experience (preferred)
- Experience with CRM/donor management databases (knowledge of Tessitura a plus)
- Outstanding organizational skills; attention to detail; professional presence; strong customer relations skills; ability to manage multiple priorities while maintaining strict confidentiality
- Superior analytic, writing, editing, proofreading, and verbal communications skills
- Exceptional interpersonal skills with the ability to interact effectively with leadership, prospects, donors, and artists
- Community relations skillset with the ability to communicate and work effectively within a diverse community
- Bring a high degree of creativity, resourcefulness, and energy to expanding how we engage and cultivate donors in order to exceed our goals
- Capacity to successfully manage multiple tasks and shifting priorities
- Ability to foster effective working relationships within a team environment
- Experience in successfully managing multiple projects, meeting deadlines, and providing timelines for stakeholder review and feedback
- Possess both initiative and patience
- Comfort and confidence communicating by phone, email, and in person
- Intermediate or advanced knowledge of the Microsoft Office Suite, Slack, and online research tools
- Drive to collaborate to achieve common goals; problem-solver; detail-oriented; support driven; capacity to work independently on multiple projects at a time

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Availability to flex hours to work evenings, weekends, and non-traditional work hours in alignment with UAC's performance and event calendar
- Ability to pass a background check conducted under Fair Chance legal standards.

Equal Opportunity Employer

Union Arts Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

About Union Arts Center

Union Arts Center is a regional theatre in the heart of downtown Seattle, producing classical and contemporary theatre for Seattle audiences. We present a year-round season of subscription productions at the historic 700 Union Street, a National Historic Landmark, alongside free outdoor Shakespeare in regional parks, a 51st-year tradition of *A Christmas Carol*, and an educational touring program for Pacific Northwest schools. Our mission: local artists creating theatre for everyone. Our vision: connecting theatre and community, enlivening downtown Seattle, and building a thriving artistic home.

