



## Individual Giving and Stewardship Manager

For 17 days each spring, Spoleto Festival USA imbues Charleston, SC with artistic innovation and celebration, filling its theaters, churches, and outdoor spaces with performances in opera, dance, music, and theater. With a mission to present programs of the highest artistic caliber while maintaining a dedication to young artists, the Festival also maintains a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unique performance opportunities for established artists. Through its programming, Spoleto provides emerging performers the opportunity to work with master artists, conductors, directors, and designers. Established in 1977, Spoleto Festival USA is a 501(c)3 nonprofit arts organization.

Spoleto Festival USA in Charleston, South Carolina is seeking an experienced fundraising administrator to oversee and grow the Festival Circle individual giving program—gifts ranging from \$100 to \$1,499—and to manage the administration of the entire individual giving program of over 1,100 individual donors.

### **Responsibilities**

#### *Donor Cultivation and Stewardship*

- In collaboration with the Associate Director, develop a detailed strategy and timeline for the annual fund
- Successfully and effectively solicit donations from individual entry and middle-level donors
- Cultivate leads for individual middle gifts and assist in moves management for middle and major donors and prospects
- Manage stewardship and recognition programs for individual low and middle donors and work closely with Associate Director on cultivation, stewardship, and recognition programs
- Define goals and develop strategies for upgrading donors, converting ticket buyers to donors, and increasing retention rates
- Create compelling materials for solicitations including personalized correspondence, email communication, and printed materials
- Design, oversee, and orchestrate the benefits fulfillment for individual giving donors
- Manage the Orchestra sponsorship program, an additional giving initiative that assists in funding the Festival's 80+ group of resident young musicians
- Work with the Associate Director to organize specific donor events during the Festival and assist on all other special events throughout the year
- Work closely with the Development Administrator in processing gifts, tracking reports, direct mail appeals, and acknowledgments
- Work alongside the Special Events Manager to oversee Spoleto SCENE, the Festival's young patrons' group for individuals in their 20s and 30s

*Direct Mail/E-mail*

- Manage all aspects of the direct mail campaigns, including production and scheduling of the pieces with mail house
- Work with the Associate Director to determine the appropriate mailing lists for the annual campaign mailing and other direct mail projects
- Work closely with the Festival's marketing department to schedule donor email correspondence and solicitations

**Qualifications**

- Minimum of two years work experience in fundraising or a related field
- Experience writing solicitation and communication materials, including appeal letters and collateral materials
- Must have initiative and be a self-starter
- Exceptional attention to detail and the ability to effectively track and manage many relationships at the same time
- Strong project management and organizational abilities
- Excellent written and verbal communication skills
- Deadline-oriented and analytical with a working knowledge and interest in using donor/customer databases and online research tools
- Must be flexible and able to adapt as priorities change with a willingness to step in and assist in other areas of the institution as needed
- High energy and comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Ability to get along with diverse personalities while displaying tact, maturity, and flexibility

**Anticipated Start Date:** Early May 2022

**Compensation:** Spoleto Festival USA offers a competitive salary and benefits package including vacation and medical leave, seasonal remote work flexibility, on-site parking, participation in group health insurance, dental, vision, 401k and life insurance plans. The salary range for this position is \$48,000-\$55,000.

**To apply:** Please send resume and cover letter to [developmentjobs@spoletousa.org](mailto:developmentjobs@spoletousa.org).

Spoleto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.

**COVID Vaccination Requirement:** Spoleto Festival USA requires all staff and participants to be fully vaccinated, including a booster for those who are eligible, against COVID-19 prior to accepting an offer of employment. Applicants acknowledge that they are fully vaccinated and are willing to: provide proof of vaccination upon request, maintain vaccination as recommended by public health authorities, and submit to testing and other health protocols as may be required now or in the future. Continued employment is conditional on these requirements.