

Associate Director of Individual Giving & Major Gifts

Now in its 48th year, Spoleto Festival USA is internationally recognized as America's premier performing arts festival. For 17 days and nights each spring, Spoleto Festival USA fills Charleston's historic theaters, churches, and outdoor spaces with performances in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Spoleto's mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, 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. Beyond its role as a launching pad for young talent, Spoleto also serves as a catalyst for cultural change and has aided in Charleston's flourishing as a top arts and culture destination. The 2024 Season will take place from May 24 through June 9. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoleto Festival USA in Charleston, South Carolina seeks an experienced fundraiser to oversee the Festival's growing individual giving and major gifts programs, which constitute over \$2 million of its annual contributed support. Reporting directly to the Chief Advancement Officer, the Associate Director is responsible for all aspects of individual giving, including Board annual support, planned giving, restricted support, and oversight and management of the individual giving programs: Spoleto Society (gifts of \$2,500+), Festival Circle (gifts of \$250 to \$2,499), Spoleto SCENE (donors ages 21-35) and Bridge (donors ages 36-50). This position manages the Individual Giving and Stewardship Manager, Donor Services Manager, and works closely with the Board of Directors, General Director, and the entire Development/Advancement team.

The ideal candidate will have 5+ years of progressive fundraising experience, with demonstrated and successful front-line fundraising, particularly with a focus on individual giving and major gifts. 1-2 years of supervisory experience is desired, in addition to exemplary organizational skills and a strong passion for Spoleto Festival USA's mission and programming.

Position Type: Full-time, exempt, and benefit eligible

Hours: Full-time; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period and for emergencies

Anticipated Start Date: December 4, 2023

Location: Charleston, SC (onsite)

Department: Development

Reports to: Chief Advancement Officer (CAO)

Responsibilities

- In collaboration with the CAO and senior leadership, design and implement a comprehensive plan to increase individual giving, setting and achieving fundraising goals across all areas of individual giving.
- Working alongside the General Director and CEO (CEO), as well as the CAO, manage solicitation process, pledge reminders, and acknowledgments for the Board of Directors' annual support.
- Work with the CAO and CEO to build out a more robust major gifts program, inclusive of higher levels of giving, cumulative giving appreciation opportunities, donor recognition, and planned giving.
- Oversee and manage the Spoleto Society to grow the program. Identify, qualify, cultivate, solicit, and steward a portfolio of over 300 Spoleto Society donors (donors giving \$2,500+) through personalized solicitations, follow up, and acknowledgements in addition to designing and producing dynamic donor programs and engagement opportunities throughout the year.
- Provide oversight to Spoleto Bridge program (donors ages 36-50) and work alongside the co-chairs and steering committee to grow and diversify this group of young donors with capacity to move into upper levels of involvement and support.
- Provide high-level oversight of Spoleto SCENE, the Festival's membership group of over 150 supporters ages 21-35, and the 600+ donors within the Festival Circle (managed by Individual Giving and Stewardship Manager).
- Collaborate with the special events team to coordinate over 15+ stewardship events during the 17-day Festival by generating invitation lists, assisting with invitation follow-up, and stewarding donors at various engagement opportunities.
- Work in tandem with members of the Development/Advancement department to identify and solicit restricted program support from targeted major donors for the Chamber Music program, Orchestra, Opera, Dance, Jazz, Theater, and more.
- Grow the Bravo Society (the Festival's planned giving circle) by identifying prospects and soliciting a core group of loyal supporters and ticket buyers with direct mail pieces and personal letters.
- Work closely with the Special Events Manager on cultivating and securing major donors for the Orchestra Benefit and Mary Ramsay Civic Award Luncheon, as well as considering stewardship opportunities to further engage these supporters.
- Work with the individual giving team and entire Development/Advancement department to create dynamic donor programming and year-round moments of engagement, stewardship, and cultivation.
- Identify and research prospects using Tessitura and iWave, the Festival's prospect research software, working with the CAO, CEO, and Board to build portfolios and donor prospecting plans, and create cultivation and solicitation opportunities for potential supporters.
- Supervise and work closely with the Individual Giving and Stewardship Manager on the coordination of several mailings per year for all levels of giving.
Supervise, mentor, and guide professional development of the Individual Giving team.
- Compose and produce effective proposals and solicitations, reports, acknowledgements, and other individual donor-related communications.
- Oversee the budget for all individual giving initiatives.
- Provide support to the CAO in preparing materials and reports for the Development Committee and Board meetings.

Required Qualifications

- 3-5 years' work experience in direct-line fundraising, with preferred focus on individual giving.
- 1-2 years managing a team and multiple fundraising channels. Success in recruiting and retaining a team.
- Demonstrated achievement in consistently growing philanthropic support and creating a sustainable program.
- Experience in prospect research with online research tools.
- Personal success working a prospect portfolio.
- Strong project management and organizational abilities; and ability to work in a dynamic, flexible environment in a very organized and strategic manner.
- Strong interpersonal skills both internally and externally, including donor, volunteer, vendor, and other relationships.
- Exceptional writing and presentation skill; and an equal aptitude for financial and data accuracy and integrity.
- Experience writing solicitation and communication materials, including appeal letters and collateral materials.
- Proficient in Microsoft Office Suite, encompassing Word, Outlook, Excel, and Teams, as well as adept in CRM technology.
- Deadline-oriented and analytical with a working knowledge of donor/customer databases.
- Must be flexible and able to adapt as priorities change with a willingness to step in and provide assistance in other areas of the institution as needed.

Desired Qualifications:

- Experience in a nonprofit organization.
- Experience in the arts and culture sector.
- Experience with Tessitura or similar CRM system.
- Knowledge of planned giving/estate planning.

Additional Requirements:

- Position is based in Charleston, SC with the possibility of approved periodic hybrid/remote work. On-site presence is required throughout the Festival period.
- Flexibility with work schedule, including work nights, holidays, weekends, and extended hours as required. Ability to work long days, nights, and weekends with a positive attitude.
- Travel may be required to external events and locations locally and nationally.
- Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 25 lbs., the ability to move between various facilities and venues while carrying materials, and using computer equipment.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license.
- Must be able to pass and maintain a clear background check.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.

Compensation:

Spoletto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$70,000-\$80,000. The salary offered will be commensurate with the selected candidate's experience and qualifications.

Full-time Employee Benefits + Perks:

- Comprehensive Medical, Dental and Vision Insurance
- Health Savings Account and Health Reimbursement Arrangement
- Life and Disability Insurance
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Generous Time Off: Paid Vacation Days + Paid Office Closures (11 Holidays + 23 Office Closures)
- Paid Sick Leave
- Free Onsite Parking
- Complimentary Festival Performance Admission for Staff and Guest

To apply: Please send a resume, cover letter, and relevant writing samples to careers@spoletousa.org, indicating the attention of Chief Advancement Officer. Three (3) character references must be provided, including their email addresses. No phone calls, please.

Spoletto 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. Spoletto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.

Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoletto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.