Individual Giving Manager
POSITION SUMMARY

Salary: $62,000 - 65,000 with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Development
Reports to: Development Director
Status: Full-time, exempt
Benefits: Yes

Who we are
The pandemic shutdown gave us a chance to pause. We used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, culture, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we re-opened our doors, we at Hartford Stage seized the moment to take intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for
Maybe you’ve worked in corporate philanthropy, or at a non-profit organization. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling
As the Individual Giving Manager, you will oversee the organizational efforts to identify, qualify, cultivate, solicit, and steward individual donors. You are incredibly organized, detail oriented as well as an experienced communicator. You’re someone who sees the big picture and the small details. You’ll be part of an ambitious and collaborative team and will be responsible for providing an essential role in the success of the institution’s fundraising efforts.

What you’ll be doing
- Leading and championing the individual annual giving effort
- Managing the annual giving appeal program, including the generation of prospect lists and appropriate giving targets
- Collaborating with Marketing colleagues to create materials required to promote the annual giving campaign, including but not limited to letters, brochures, emails, and other communications
- Developing and executing stewardship programs for donors, including but not limited to the donor benefits program, donor loyalty lounge, and other efforts to thank individuals for support
- Leading the prospect management effort at Hartford Stage, utilizing the human and technological resources necessary to create a systematic and personal approach to donor development
- Implementing the Cultivation, solicitation, and stewardship of individual prospects; engaging other members of the staff or board as required or appropriate
• Working with others within the organization and department to gain their assistance in achieving overall annual fund and prospect management goals
• Working on special events as needed, including attending and assisting in coordination as necessary

What you bring

Excellence in:

• Project coordination of multiple concurrent deliverables with competing and unpredictable schedules
• Time management, prioritization, and attention to detail
• Verbal and written communication and interpersonal skills
• Working collaboratively and inclusively, mindful that we each bring our own unique styles, thinking, cultures, and talents to the team
• Adaptability—flexibly under pressure
• Creative problem-solving
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on department activities

Bonus points:

• Fundraising experience
• An interest in/or knowledge of the Hartford region
• Multilingual
• Tessitura experience

What we bring

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

A place where everyone belongs

Since our re-opening, post the pandemic shutdown, Hartford Stage has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to hr@hartfordstage.org

Hartford Stage has a mandatory COVID vaccination policy for all employees. Details on the policy, as well as procedures for seeking reasonable accommodations relating to disability or religious practice, will be provided to all candidates for employment during the interview process.