



Director of Individual Giving and Special Events

Theatre Communications Group ([TCG](#)), the national organization for the not-for-profit professional theatre, seeks a dynamic and entrepreneurial senior fundraising professional to lead its individual giving and special events efforts.

About the Organization

Theatre Communications Group (TCG) exists to strengthen, nurture, and promote the professional not-for-profit theatre. Founded in 1961, TCG's U.S.-based constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 10,000 Individual Members. Through its Core Values of Activism, Artistry, Diversity, and Global Citizenship, TCG advances a better world for theatre and a better world because of theatre. TCG offers its members networking and knowledge-building opportunities through research, communications, and events, including the annual TCG National Conference, one of the largest nationwide gatherings of theatre people; awards grants and scholarships, approximately \$2 million per year, to theatre companies and individual artists; advocates on the federal level; and through the Global Theater Initiative, TCG's partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. TCG is North America's largest independent publisher of dramatic literature, with 16 Pulitzer Prizes for Best Play on the TCG booklist. It also publishes the award-winning [American Theatre](#) magazine and ARTSEARCH®, the essential source for a career in the arts. In all its endeavors, TCG seeks to increase the organizational efficiency of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a larger public understanding of, and appreciation for, the theatre. More info, visit: www.tcg.org.

About the Department

The Director reports to the Chief Operating Officer (COO) and works closely with the Chief Executive Officer (CEO). The Director serves alongside other senior leaders of the organization which include a Director of Institutional Advancement and Partnerships who leads all foundation, corporation and sponsorship activities as part of a separate department of the organization.

The Individual Giving and Special Events Department's three full-time members include the Director, a Manager, and an Associate. The Development Manager reports to the Director and manages the work of the Associate. Throughout the year, the Department engages interns and temporary, part-time assistance to accomplish its goals. The Department also works with a consulting firm to successfully realize the logistics of and fundraising for its annual Gala.

The Department grosses approximately \$700,000 in annual revenue and is working towards increasing it over the next three years by tapping previously unrealized opportunities in major gift fundraising. The Director and the COO will work to determine the best structure for the Department that will help advance this goal in a realistic and efficient manner. There are many opportunities for an individual donor to make a difference: as a Board member, a member of the National Council for the American Theatre, by sponsoring a TCG book, a bequest through the recently launched Planned Giving program, through the purchase of a Gala table or by underwriting an essential TCG program like the Fall Forum and the National Conference.

The Director works collaboratively with the Director of Institutional Advancement and Partnerships to find support for other TCG programming and services.

What You Will be Doing

- Serve as a thought-partner to COO and CEO to create new philanthropic initiatives for TCG.
- Create strategy and oversee all individual giving activities including major gift identification, cultivation, and solicitation.
- Possess a portfolio of potential major gift prospects and current donors and activate those relationships consistently throughout the year.
- Work with Manager to drive fundraising activity, providing CEO and COO with the necessary information and tools to succeed in their own outreach.
- Create annual strategy around all event activity including the Gala, cultivation events and donor fulfillment gatherings. Drive fundraising for the Gala to meet revenue goals. Work with special event planning company on other aspects of event.
- Work with Manager to create strategy and oversee execution of annual letter, email and digital appeals.
- Work with team to create annual Development plan, present to leaders and track its execution.
- Participate in efforts to feed the pipeline of prospective Board members.
- Create department revenue and expense budgets.
- Work cross-organizationally to create new ways of elevating the organization's philanthropic messaging in all its programming, printed and digital assets.
- Attend all senior leadership, Board, National Council and Development Committee meetings.

What You Need for this Role

The Director should have a commitment to TCG's mission, core values, and its ED&I work within the workplace and in the field. They should possess a positive, entrepreneurial attitude and be able to successfully lead and work with a diverse staff, Board, and body of partners. Outstanding interpersonal verbal and communication skills and exemplary work practices are essential as are a strong attention to detail and dependability. The successful candidate will have a commitment to learning and growth for oneself and others.

The Director of Individual Giving and Special Events will be working with theatre leaders and theatre trustees from around the country to achieve TCG's goals in individual giving. We are seeking someone with significant experience in major gifts and special events who brings a "can-do" enthusiastic disposition to the job, and who can inspire others to do their best work. In addition, we are seeking someone who has:

- Experience personally soliciting and closing gifts of \$10,000+.
- Experience creating and executing events with 200-250 guests.
- Knowledge of and contacts within the New York City theatre and philanthropic circles. National and/or regional theatre contacts, a plus.
- Strong networking skills and a demonstrated ability to develop a good rapport with donors.
- A minimum of 5 years of managerial experience directing the efforts of early/mid-career fundraisers.
- Experience with Microsoft Office.
- Raiser's Edge experience will be a plus.

Compensation and Benefits

This position will pay between \$85-\$100K depending on experience. A comprehensive benefits package with four weeks of vacation and additional paid time off is included. Other benefits include a collegial environment that encourages a healthy work-life balance, free TCG books and monthly American Theatre magazines, and events for staff designed by TCG's "fun committee" to foster a warm, inviting, and friendly office culture.

How to Apply

All materials must be sent via email. Please include “**Director of Individual Giving and Special Events**” in the subject line and send cover letter and resume as one PDF file to jobsearch@tcg.org. No phone calls! We will respond only to those resumes in which we have interest.

Application Deadline

All application materials must be received by 5:00pm on Friday, April 19, 2019 or until the position is filled. Resumes will be reviewed as they are received, so applicants are encouraged to submit their materials prior to the deadline.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG we believe that diverse ideas, cultures, and traditions reflect the broad diversity of the US and are vital assets which enrich the programs and services TCG provides for the theatre field. We respect intersectionality of identities and are committed to ED&I in all areas of our work and workplace. ***People of Color, LGBTQ+, neuro-diverse, people with disabilities, women, and non-binary candidates are strongly encouraged to apply.***