

Actors Theatre of Louisville  
**Director of Individual Giving**  
Posted August, 2019

Position: Director of Individual Giving  
Reports To: Director of Development (Fundraising)  
Department: Development (Fundraising)  
FLSA: Exempt

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**About Actors Theatre of Louisville:**

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Director of Individual Giving.

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

**Summary of Position:**

The Director of Individual Giving is a key member of Actors Theatre of Louisville's Development Department, which is responsible for raising approximately \$4.5 million annually in contributed funds.

The Essential Functions include, but are not limited to, the following:

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- Develop, manage and execute the individual giving portion of the Development team's annual fundraising plan.

- Identify, cultivate, solicit, steward and renew a portfolio of individual donors and prospects with the capacity to give between \$1,000-\$25,000 annually.
- Work closely with Director of Development on donor engagement/cultivation strategies on an ongoing basis.
- Support and facilitate the Artistic Director's donor relationships and engagement, including but not limited to providing weekly call lists and helping to arrange meetings with high-level donors and prospects.
- Leverage existing theatre activities as donor cultivation and engagement opportunities, including but not limited to the Humana Festival, holiday shows, the New Voices Young Playwrights program and other education initiatives.
- Ensure that donor benefits are fulfilled, and identify and implement new ways to engage and steward donors at all levels.
- Maintain cultivation and stewardship plans within Tessitura, the Theatre's customer relationship management database, and use Tessitura Analytics to establish and track fundraising benchmarks
- In collaboration with Development team and other departments, assist in planning and execution of special events throughout the year, including but not limited to serving as primary staff point person for Page to Stage donor engagement program and serving as key staff member for Lobster Feast.
- Collaborate with the Development team and Marketing team on the design and execution of an integrated communications strategy that incorporates direct mail, e-mail, and digital media in addition to in-person activities.
- Conduct prospect research on current and prospective donors.
- Work collaboratively with the Development department, other departments and volunteer groups.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Outstanding communication skills, both written and verbal.
- Strong strategic skills, organizational skills and attention to detail with an ability to operate at the conceptual level as well as the implementation phase.
- Demonstrated knowledge/understanding of successful annual fund & major gifts fundraising practices and donor engagement strategies.
- Experience with databases, data analysis and data-driven strategic planning and benchmarking.
- Ability to manage multiple projects with competing demands while maintaining commitment to excellence.
- Experience creating and managing budgets in addition to properly processing financial records.
- Ability to unite and collaborate with staff, stakeholders, community leaders and vendors.
- Ability to work with grace under pressure of multiple priorities.

**Minimum Qualifications:**

- Bachelor's degree.
- A minimum of three (3) years' experience in not-for-profit fundraising.
- Proficiency in Word, Excel, and Outlook; experience with fundraising database software, preferably Tessitura.
- An appreciation for professional live theatre.
- Work flexible schedule, including some evenings, weekends and travel as needed.
- Creative and engaging personality who enjoys working with a team in a fast-paced environment.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

**Preferred Qualifications:**

- Six years (6) years of foundation relations experience, including prospecting, cultivation, proposal writing, budget experience and stewardship.
- Experience with Tessitura fundraising software.
- Experience in an arts/theatre organization is a plus.

**Compensation:**

Salary starts at \$55,000 per year, commensurate with experience. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and a 403(b) retirement plan.

**To Apply:**

Applicants interested in applying for this position must email cover letter, resume, salary requirements and three (3) professional references to:

Lori Kay Scott, Director of Development  
[lscott@actorstheatre.org](mailto:lscott@actorstheatre.org)

cc: Marie Tull, Human Resources Manager  
[mtull@actorstheatre.org](mailto:mtull@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*