

Theatre Under The Stars Manager- Donor Stewardship and Board Liaison

REPORT TO: DIRECTOR OF DEVELOPMENT

PAY TYPE: SALARY

FLSA CODE: NON-EXEMPT

DEPARTMENT: DEVELOPMENT

STATUS: FULL-TIME

JOB CODE: MGR-DSBL

COMPANY CODE: AFK

JOB PURPOSE

The Manager of Donor Stewardship and Board Liaison works closely with the Director of Development and the Executive Director to coordinate meetings, events, and activities involving TUTS Board members, ensuring active engagement with the Board. This position will also provide support and leadership to ensure TUTS Board Members, donors in executive portfolios, TUTS Leading Ladies, and other volunteer groups receive proper stewardship and communications.

DUTIES AND RESPONSIBILITIES

- Serve as primary liaison or 'point person' to Board members and those households in executive portfolios for all things TUTS, ensuring these donors receive proper donor stewardship and organizational communication.
 - Coordinate meetings, events, activities, social gatherings pertaining to the Board of Directors and Board committees to include scheduling, collaboration of multimedia/information packets, logistics, identifying contractors, vendors, venues, and staffing needs.
 - Managing Board member and executive portfolio household donor interactions, including:
 - Routing ticket requests/purchases/exchanges to the designated box office staffer.
 - Generating a monthly Board and major donor newsletter with status updates on TUTS program initiatives.
 - Providing advance notice of upcoming events or announcements ensuring Board members and executive portfolio households receive information in advance of the general public.
 - Maintain and update information portal for Board members.
 - Maintain current Board lists, track committee memberships, update VIP Door LookBook, and track donations.
- Administering executive portfolio and Board member records, including plans, steps, and contact reports in Tessitura.
- Creating and managing donor stewardship calendar that identifies and incorporates cross-departmental engagement opportunities and administers donor benefits provided to Board members and executive portfolio households.
 - Managing invitations to opportunities for Board members and executive portfolio households, as appropriate.
 - Sharing calendar with MGOs and encouraging them to invite their portfolio households to participate when appropriate.
 - Creating, leading, and managing select donor engagement opportunities.
 - Coordinating with MGOs to incorporate elements of stewardship into their cultivation events to maximize donor engagement and enrichment opportunities.
- Managing the TUTS Leading Ladies volunteer group, including:
 - planning and executing all member benefits.
 - planning and executing the annual Leading Ladies Luncheon.

- Attend the annual Gala and participate in executing duties as assigned/requested for the success of the event.
- Attend all major stewardship events and receptions to support the Development Team and is an active participant in performance duty for TUTS productions; ability to work evenings and weekends as necessary.
- Monitoring expenses for areas of responsibility.
- Other duties as assigned.

QUALIFICATIONS

- Minimum of three years of not-for-profit fundraising experience, preferably in a performing arts organization. Solid knowledge of development principles and practices, and experience in Tessitura database management is a plus.
- Excellent written, verbal, and interpersonal communication skills.
- Intuitive mindset, creative aptitude, and effective use of discretion and independent judgment; able to look beyond assigned tasks and consider tangential and collateral connections, problems, opportunities, and possibilities.
- Results/action-oriented work style; strong strategic, analytical, planning, and problem-solving skills; able to successfully navigate within a dynamic and fast-paced environment.
- Ability to exercise professional discretion and maintain highest levels of confidentiality.
- Ability to foster and maintain positive relationships with colleagues, corporate professionals, artists, teachers, community partners, volunteers, and the general public.
- Ability to communicate effectively and persuasively in oral and written communication on both an interpersonal and group level.
- Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigrant status.
- Excellent skills with Microsoft365 products, including Word, Excel & Teams.

This job description is not intended to provide a complete and comprehensive list of all job duties, requirements, and responsibilities. Instead, it is provided as a general overview of the expectations for the role. My signature below constitutes my understanding of the position and responsibilities related to the position. I am able to perform the essential job function with or without reasonable accommodations and any current required accommodations have been discussed with my supervisor and Human Resources.

Printed Name	Signature	Date
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