

Individual Gifts Manager

Job Type: Full Time

Job Department: Development

Reports to: Director of Development / Artistic Director



About Chicago Children's Theatre

Since its launch in 2005, Chicago Children's Theatre has cemented its reputation as the city's largest professional theatre company devoted exclusively to children and families. The company evolved out of Chicago's need for high-quality, professional year-round children's programming to match the quality, & significance of theatrical powerhouses such as Steppenwolf Theatre Company, Goodman Theatre, & Lookingglass Theatre. Likewise, CCT has always believed children should be treated as the sophisticated audiences that they are, showcasing high-profile & award-winning talent, inventive production values & compelling stories that challenge, educate & entertain.

Summary of Position

Chicago Children's Theatre has an immediate opening for a talented, passionate, committed Individual Gifts Manager. This core staff member will be a team member serving the Development department of CCT.

This early-to-mid-career position will work directly with both the Director of Development and Artistic Director to leverage and secure individual giving initiatives for Chicago Children's Theatre, with an emphasis on major gift cultivation and retention.

Below is the list of normal job duties, but it is not exhaustive.

Primary Responsibilities:

- Research, cultivate, and secure donors with an emphasis on \$1,000+ giving, utilizing a portfolio and completing 5-10 visits/month, to attain budget goals on the assigned timeline. Secure and track all other individual giving for the institution by creating and successfully initiating annual fund strategies and appeals. Track, share, and monitor progress weekly with both the Director of Development and Artistic Director.
- Collaborate with the Director of Development on a timeline, tasks, and financial goals to successfully plan and execute the annual gala.
- Work with the Director of Development to plan, coordinate, and execute Board and community engagement events including, but not limited to, happy hour events, open houses, opening show weekend celebrations, and major fundraising events. Create new event strategies with the goals of meeting the fundraising budget, developing new revenue streams, reaching expanded and new audiences, cultivating new Board and community connections, and fulfilling donor stewardship.

Within these core responsibilities:

- Represent CCT at both internal and external events.
- Secure additional staffing for internal and external events as needed utilizing both paid staff and volunteers.
- Complete donor acknowledgements, gift tracking, and Board giving in an ongoing, timely fashion.
- Collaborate with CCT staff to update and maintain CCT's donor database. Assist with billing and pledge payments with the General Manager as needed.
- Research and advise CCT on new technology tools to assist in community and Board engagement.
- Collaborate with both Director of Development and Artistic Director to create and disseminate communication tools including annual report, solicitation letters, e-blasts, invites, and newsletters to keep internal and external stakeholders engaged in mission and programming.
- Collaborate with all CCT staff in the furtherance of CCT's goal of being an anti-racist/anti-bias theatre that works towards Justice, Equity, Diversity and Inclusion.
- Other duties as needed and mutually agreed upon with relevant leadership staff and within reason.

Knowledge, Skills, & Activities:

We are seeking candidates that have a passion for programming that supports children and their families. Candidates with TYA or family event experience and/or arts experience will be prioritized for this position. The hired candidate will be trained and assisted by staff members at Chicago Children's Theatre who are experienced with our programs and policies. Other desired skills include but are not limited to:

- Superior engagement, interpersonal, and public speaking skills.
- Excellent communication, problem solving and organizational skills.
- Ability to work in stressful situations with a positive attitude while meeting deadlines and budget goals is a must.
- Spanish language proficiency is ideal, but not required.
- The ability to work occasional extended/irregular hours, including nights, weekends and occasional holidays as needed.
- The ability to manage time effectively in office and remotely, demonstrating trust, flexibility, and accountability for work (i.e. superior work ethic).
- An abundant curiosity to learn & a willingness to assist/work as a CCT team member to advance the mission.
- A good work ethic.
- A sense of humor!

Working Environment:

Position may include occasional lifting (up to 50 lbs individually), carrying, pushing &/or pulling, climbing & balancing, stooping, kneeling, crouching &/or crawling.

We are an equal-opportunity employer committed to accessibility and inclusion for all staff, students, and patrons, and priority will not be given to those with the ability to perform the physical tasks listed.

Compensation & Hours:

Full time exempt, high \$50k to low \$60k range based on experience plus benefit package including health insurance (100% employer paid for employee), 401k with partial employer match, and a generous vacation and paid holiday schedule.

To Apply:

Please send a link to a **video-recorded statement of interest** (emphasizing any previous arts &/or non-profit experience) and **resume** to jobs@chicagochildrenstheatre.org. No calls please. The position is immediately available for hire.

Chicago Children's Theatre is committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities. AA/EOE

Chicago Children's Theatre is strongly committed to increasing equity, diversity and inclusion in our audiences, our programs and in all of our hiring for staff, artists, and recruiting of board members. CCT is committed to a future where our theatre is a home for all people, all families, and is truly reflective of our community. We are also committed to providing a work environment that is free from discrimination. CCT prohibits discrimination in employment against any employee or job applicant because of that person's race, color, creed, religion, ancestry, sex, national origin, disability, genetic information, age, sexual orientation, gender identity, gender expression, marital status, familial status, veteran status, status with regard to public assistance, membership in a local human rights commission or any other legally protected status.