

The Unusual Suspects Theatre Company
Job Description - Manager of Individual Giving

Organization Summary

The Unusual Suspects Theatre Company's (USTC) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed.

Founded in the wake of the 1992 LA Uprising, USTC has grown from a small, volunteer-led youth intervention program into an award-winning leader in arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County's under-resourced youth. Our free theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

USTC is pursuing transformative action steps to center our communities in all aspects of our work and bringing Diversity, Equity, Access, and Inclusion (DEAI) to the forefront of our operations and programs. For more information, visit: <https://theunusualsuspects.org/>

Job Summary

As a critical member of our fundraising team, the Manager of Individual Giving (MIG) is responsible for developing and sustaining a portfolio of new and existing donors to ensure the continued diversification of USTC's revenue.

Duties and Responsibilities:

- Prospect, develop, and sustain a select portfolio of individual donors and prospects with various capacities.
- Create individual goals and a comprehensive plan based on research for each person in the portfolio. Perform donor and prospect research.
- Record all interactions and post-meeting reports promptly in the database and communicate all aspects of the meeting, from set-up to follow-up, to other team members as needed.
- Maintain up-to-date and accurate database records.
- Track portfolio activity and progress.
- Create reports that accurately reflect portfolio activity and performance.
- Meet donor portfolio goals, including the number of donor meetings and meaningful, monthly personalized donor activations.
- Collaborate with the CEO, Director of Communications, Director of Community Partnerships, and Director of Programs on identifying and pursuing cross-departmental engagement and activation initiatives, including site visits, Theatre Culture and Access Program (TCAP) participation, vocational training and masterclass programs, annual performances, and special events.

Desirable Skills & Professional Qualifications

- Strong understanding of Individual Giving practices, barriers, and motivators.
- A Bachelor's degree (BA, BS, etc.) or equivalent professional experience.
- A minimum of three years of management experience in philanthropy.
- Excellent project management skills; supervising complex, multifaceted projects.
- Self motivated, goal-oriented, independent, flexible, and proficient at multitasking.
- Experience using Google Suite, Microsoft Office and content/project management software is a plus.
- Management and data entry for Little Green Light (LGL), our donor management software.
- Detail-oriented with excellent communication, organizational, interpersonal, and writing skills.

- Supports a collaborative, team-centered environment.
- Critical and strategic thinking.
- Confident and assertive decision-making.
- Some knowledge of the educational and cultural landscape of Los Angeles City/County/State.
- Must have reliable transportation

Personal Qualifications:

- The candidate strongly commits to social empowerment through the arts.
- Personal ethics align with the vision and values of the Unusual Suspects Theatre Company.

Work Environment:

- Must be flexible to work in a fast-paced, non-profit environment.
- This position works from the USTC administrative office on Tuesdays, Wednesdays, and Thursdays, with the option of working remotely on Mondays and Fridays.
- USTC uses consensus as its default decision-making process; all team members are expected to participate and contribute to this culture in a meaningful, critical, and collaborative way.
- Position is expected to work a standard 40 hours per week. Candidates must be open to working a flexible schedule, including some weekends and evenings.

Salary & Benefits:

- Full-time exempt position.
- \$72,000 - \$75,000 depending on experience (USTC salaries are competitive, transparent, and equitable across the organization).
- Over 6 weeks of Paid Time Off (PTO), including:
 - 3 weeks (15 days) of accrued personal PTO.
 - 2 additional weeks (5 days in summer and 5 days in winter) of collective PTO.
 - 2 personal days of PTO.
 - 4 weeks of collective remote work (2 weeks in summer and 2 weeks in winter).
 - 11 national holidays of PTO.
 - Accrued sick PTO as designated by the State of California.
- Health benefits offered; medical, dental, vision
- \$750 annual stipend for professional development.
- \$60 monthly reimbursement for personal cell/internet service.
- Mileage reimbursement.

Apply Today!

Send resume and cover letter to jobs@theunusualsuspects.org. Include the title of the position in the subject line of your email. No calls, please.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

The Unusual Suspects provides equal employment opportunities to all employees and applicants regardless of race, color, religion, sex, national origin, age, disability, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.