



Manager of Individual Giving – Job Description

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.

The Unusual Suspects meets talent with opportunity. Founded in the wake of the 1992 Los Angeles 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. Our participants collaboratively create and perform original stories on stage. Committed to ensuring that all young people have access to the benefits of arts education, we bring our free theatre programs to public Title 1 schools, juvenile detention facilities, and community-based sites throughout Los Angeles County, providing personalized mentorship and safe spaces for self-expression and community celebration.

Job Summary

The Unusual Suspects' Advancement Department seeks a Full-Time professional **Manager of Individual Giving** to join our team. The Manager of Individual Giving is a frontline fundraising role critical to our organization's ability to sustain and expand our proven theatre-arts education programs.

Under the direction of—and in close collaboration with—the Chief Advancement Officer (CAO), the Manager of Individual Giving will design and execute fundraising strategies to cultivate, solicit, and steward annual and major donors. This role is responsible for developing and managing portfolios of new and existing individual donors; overseeing annual fund and major gift program campaigns; helping to plan and coordinate cultivation, fundraising, and stewardship events; developing and managing reports to inform fundraising goals and strategies, and to monitor progress; and connecting community philanthropy directly to **USTC**'s youth participants and theatre-arts education programs.

This is a build role. **USTC** is actively strengthening its individual giving function, and many of the systems that support it are still being designed. Foundational work is underway, including a donor cultivation and retention protocol and a senior leadership dashboard that tracks organizational priorities. The Manager of Individual Giving will help shape what comes next rather than inheriting a finished operation. The first year centers on board engagement and on building the donor pipeline infrastructure that our campaigns will depend on. We are looking for someone energized by that work.

Essential Duties and Responsibilities:

Board Engagement and Development

- Serve as a core member of **USTC**'s board engagement team alongside the CEO, CAO, and COO, carrying a personal portfolio of board members and board prospects for cultivation, engagement, and stewardship. This is the Advancement Department's highest priority in the coming year.
- Partner with the CEO, CAO, and Board Chair on board recruitment, onboarding, and ongoing development.
- Partner with the CEO and Board members on major donor cultivation and solicitation strategies.

Individual Giving and Campaign Support

- Manage Annual Fund fundraising activities, and support the design and execution of a 3-year, \$2.5 million Major Gifts Campaign set to launch in 2027 to support the expansion of **USTC**'s Youth Theatre Conservatory.
- Develop and manage a portfolio of donors at various capacities through proactive, personalized cultivation, solicitation, and stewardship strategies.
- Identify, qualify, and prioritize donors through research, screening, and discovery meetings, and develop individualized engagement plans based on donor interests, capacity, and readiness to give.
- Manage donor segmentation, mailed and emailed appeals, and targeted campaigns.
- Execute renewal, upgrade, and retention strategies designed to grow philanthropic investment and long-term donor loyalty.
- Serve as the primary relationship manager for assigned donors.
- Execute stewardship strategies, including personalized acknowledgements, updates, impact reporting, and ongoing engagement opportunities.

Systems, Data, and Reporting

- Help design and build the individual giving infrastructure this work depends on, including moves management practices, CRM structures, and reporting standards.
- Track donor engagement, solicitation activity, and progression within the CRM, and maintain accurate, timely donor records and contact reports.
- Develop and oversee regular reporting and analysis on retention, upgrades, and pipeline movement, and communicate performance metrics and key findings to leadership and other team members as needed.

Cross-Departmental Collaboration

- Collaborate with the CEO, CAO, and Director of Communications on messaging strategy for appeals and campaigns.
- Collaborate with the CEO, CAO, Director of Communications, and the Programs department on identifying and pursuing cross-departmental engagement and activation initiatives, including site visits, workshops, performances, and special events.
- Partner cross-departmentally to align volunteer engagement with fundraising and pipeline priorities, fostering strong, mission-aligned volunteer relationships.

Education and Experience:

- Minimum of 5 years of professional experience in donor relations, stewardship, advancement services, and development operations.
- Comprehensive knowledge of Individual Giving best-practices, barriers, and motivators.
- Demonstrated ability to deploy stewardship and solicitation strategies, including setting fundraising targets and monitoring progress.
- Demonstrated experience in building and maintaining relationships with individual donors and partners.
- Nonprofit fundraising experience in *Arts-Education* preferred.

Desirable Skills & Qualifications:

- Effective interpersonal skills, with an ability to build cohesive, one-on-one relationships with donors and motivate them to support arts-education.
- Ability to serve as an external voice for **USTC**'s programs strategy and case for support, presenting organizational priorities accurately to donors and stakeholders.
- Excellent project management skills, with ability to supervise complex, multifaceted projects.
- Self-motivated, goal-oriented, independent, flexible, and proficient at multitasking.
- Proficient in CRM data management and reporting. Experience with our donor management software, Little Green Light, is a plus.
- Experience using Google Suite, Microsoft Office and content/project management software is a plus.
- Detail-oriented with excellent communication, organizational, interpersonal, and writing skills.
- Critical and strategic thinker, with the ability to evaluate problems and offer alternative solutions.
- Some knowledge of the educational and cultural landscape of Los Angeles City/County.
- Commitment to social empowerment through the arts.
- Personal ethics align with the vision and values of The Unusual Suspects Theatre Company.

Work Environment & Expectations:

- Must be flexible to work in a fast-paced, non-profit environment.
- **USTC** currently operates out of a virtual/remote office environment, with this position expected to work a hybrid schedule of both remote and in-person activities, with a portion of their time spent in the field attending in-person meetings, events, programmatic workshops and performances, and staff retreats.
- **USTC** has a people-over-product culture that trusts employees to perform at high levels and attend to their personal responsibilities. All team members are expected to participate 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 occasional evenings and weekends.
- Ability to travel to program sites, meetings, and events throughout Los Angeles County.

Applicants for Employment:

- All applicants offered employment with The Unusual Suspects Theatre Company will be subject to a Live Scan background check and undergo mandatory training.
- Consistent with the California Fair Chance Act and applicable local ordinances, background checks are conducted only after a conditional offer of employment, and conviction history is assessed individually in relation to the specific duties of the position. A conviction record does not automatically disqualify an applicant.

Salary, Benefits & Schedule:

- Full-time exempt position.
- \$78,750 annually. **USTC** salaries are competitive, transparent, and equitable across the organization; this figure reflects a fixed rate set by our compensation structure rather than a negotiable range.
- Over 6 weeks of annual Paid Time Off (PTO), including:
 - 3 weeks (15 days) of accrued personal PTO
 - 2 additional weeks of collective PTO, 5 days in summer and 5 days in winter (dates TBD)

- 2 personal days of PTO
- 11 national holidays of PTO
- Accrued sick PTO as designated by the State of California
- Health benefits offered; medical, dental, vision.
- CalSavers, a Roth IRA Program.
- Cell phone, internet, and mileage reimbursement.
- Annual stipend for professional development.
- Flexible, supportive culture with a strong commitment to people over product.

How to Apply

Job applications for this position should include the following materials:

- Resume
- Cover letter

Email your application materials to jobs@theunusualsuspects.org. Please include in the subject line of your email the position title and your name (e.g., “*Manager of Individual Giving – Penny Yen*”). 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 without regard to race, color, ancestry, national origin, religion or religious creed, sex, gender, gender identity, gender expression, sexual orientation, marital status, age, medical condition, genetic information, physical or mental disability, military or veteran status, reproductive health decision-making, or any other characteristic protected by federal, state, or local law. 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.