

**Actors Theatre of Louisville  
ANNUAL FUND MANAGER  
Posted June, 2019**

Position: Annual Fund Manager  
Reports To: Director of Individual Giving  
Department: Development/Fundraising  
FLSA: Non-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 Annual Fund Manager.

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 Annual Fund Manager is a key member of Actors Theatre of Louisville's Development Department, which is responsible for raising over \$4 million annually in contributed funds.

This position is responsible for overseeing the Development team's annual fund activities and for developing and implementing initiatives that will increase annual giving from individual donors with an emphasis on unrestricted, renewable contributed revenue.

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

**Essential Functions:**

- Create, manage and execute a comprehensive annual fund plan each year.
- Identify, cultivate, solicit, steward and renew a portfolio of prospects and donors with the potential to give \$999 and below.
- Continuously identify annual fund donors with capacity for increased giving; work with Director of Individual Giving to move these donors through pipeline.
- Design and execute an integrated communications strategy that incorporates direct mail, e-mail, and digital media in addition to in-person activities.
- Draft all written annual fund communications, including direct mail/email appeals and acknowledgement letters.
- Oversee donor benefit fulfillment, including delivery and communication of benefits and recognition in programs and lobby signage.
- Provide weekly data analysis based on measurable goals and metrics related to donor retention and acquisition.
- Establish and maintain tracking and testing methods for all solicitation initiatives and adjusting strategies based on results of data analysis.
- Assist in planning, execution, and staffing of numerous special events throughout the season, including opening night receptions and Lobster Feast gala in February
- Work collaboratively with the Development department, other departments and volunteer groups.
- Collaborate closely with and occasionally supervise Development Coordinator on numerous ongoing duties and projects, including but not limited to sending acknowledgements, email and print appeals, and reporting.
- Co-supervise the Development Apprentice, an early career-professional who serves as part of the team from late July-April.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Outstanding communication skills, both written and verbal.
- Strong strategic, critical thinking and organizational skills with exceptional attention to detail and an ability to operate at the conceptual level as well as the implementation phase.
- Proficiency with MS Office Suite including Word, Excel, and Outlook; experience with CRM software, preferably Tessitura or Raiser's Edge.
- Demonstrated knowledge/understanding of successful annual fund practices and donor engagement strategies.
- Ability to manage multiple projects and competing demands while maintaining commitment to excellence.
- Experience with analyzing donor data and giving trends.
- Experience creating and managing revenue tracking tools.
- Ability to unite and collaborate with staff, stakeholders, community leaders and vendors.

- Flexible, roll-with-the-punches attitude, with the capacity to work with grace under pressure handling multiple deadlines and priorities.

**Minimum Qualifications:**

- Associate's degree.
- Two (2) years' experience in fundraising with progressively increasing responsibility for raising contributed revenue from individuals.
- An appreciation for professional live theatre.
- Willingness to work some evenings & weekends (typically for special events) and travel as needed.
- Creative and pleasant personality who enjoys working with a team in a fast-paced, high-pressure yet collegial environment.

**Preferred Qualifications:**

- Bachelor's degree.
- Experience with Tessitura.

**Compensation:**

Salary starts at \$35,000 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 by 5:00 p.m. on July 8, 2019 to:

Katherine Lander, Director of Individual Giving  
[klander@actorstheatre.org](mailto:klander@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.*