Director of Individual Giving

Title: Director of Individual Giving
Department: Development
Reports To: Executive Director
Status: Full Time, exempt with benefits

POSITION SUMMARY
The International Contemporary Ensemble, a fast-paced and internationally renowned non-profit performing arts organization in its 18th year, seeks an experienced Director of Individual Giving. The Ensemble has a robust fundraising program in support of its approximately $2MM operating budget, and seeks a charismatic and organized individual to join a skilled and creative staff.

In this role, the Director of Individual Giving is responsible for managing the organization’s Individual Giving Development Plan and timeline; including events, donor pipeline maintenance and growth, database management and tracking, and stewardship and acknowledgement processes.

You will work closely with, and report directly to the Executive Director, Jennifer Kessler. You will also be a main liaison to the organization’s Board of Directors. Internally, there will be frequent opportunities to work cross-departmentally, with communications and production staff, to manage and execute the fundraising and storytelling goals of the organization.

The International Contemporary Ensemble is committed to overcoming systemic inequities which have been entrenched in classical music, and arts organizations, for centuries. We believe that as a musical collective, part of our responsibility is to challenge our biases and practices around who gets to perform or have their works performed on the world’s stages. The Ensemble works to break down barriers inherent to the systems of Western European music, which have historically excluded individuals on the basis of wealth, race, sex, pedigree, background, gender-identity, able-bodiedness, and sexual orientation, and is actively making changes to all entrypoints to the organization, to ensure that the voices of Black, Indigenous, and/or People of Color, are represented throughout the organization and on the world’s stages.
If you are passionate about supporting boundary-pushing art, and interested in helping expand our community of Ensemble donors and audience members, apply now to experience the excitement of building and supporting a fundraising engine that will power the most creative musical voices of today!

**KEY RESPONSIBILITIES**

- Developing and implementing effective fundraising strategies to achieve individual and Board giving goals, as well as goals around growing our community of donors
- Working closely with the Executive and Artistic Director to identify, cultivate, and solicit prospects at all levels of gifts and bequests
- Organizing the organization’s Moves Management portfolio
  - Organizing the calendar of major gift asks, stewardship, and event invitations for Executive and Artistic Directors
  - Includes the opportunity to develop a personal portfolio of mid-level donors
- Scheduling, managing, and executing events for cultivation and solicitation purposes alongside the Executive Director, Artistic Director, and a select group of members of the Board of Directors
- Managing a strategy and lead-up to annual galas including an upcoming 20th Anniversary (Fall 2021)
- Preparing major gift proposals in response to inquiries and/or cultivation of major donors and prospects
- Managing a comprehensive portfolio of individual donors, prospects, and board members in our Patron Manager database and communications calendar
  - Including: making gift acknowledgements and entering data (i.e., donations, patron details, campaign tracking)
  - Ensuring that acknowledgements are made and documented weekly
  - Ensuring that anyone else needing to be involved in the acknowledgement process is notified on time and included in the process (i.e. Executive and Artistic Directors)
- Creating weekly analytic reports and adjusting gift strategy as needed to meet annual fundraising goals
- Responding to donor inquiries about concert tickets, events, donation opportunities, and other general questions
- Working closely, alongside the Executive Director, with the Board’s Fundraising Committee
- Participating with all staff in organization-wide anti-oppression training and actions to improve the organization’s policies and practices
QUALIFICATIONS

- Three to five years of experience in non-profit fundraising focused on individual giving and event planning
- Exceptional project management experience required
- Demonstrated experience managing effective relationships with multiple stakeholders, including donors, prospects, board members, partners, and staff
- At least 2 years of managerial experience preferred
- Exceptional writing, verbal, and interpersonal communication skills
- Excellent attention to detail, balanced with the ability to manage multiple projects simultaneously
- Demonstrated experience using Patron Manager (from Salesforce) or a similar donor tracking database
- Knowledge of the Performing Arts landscape
- Experience using Google Suite and Microsoft Office
- Ability to creatively problem-solve
- Available to work occasional nights and weekends

COMPENSATION

The International Contemporary Ensemble offers a competitive salary and benefits that align with our values of wage justice and work-life balance. The salary range for the Director of Individual Giving position is $65,000 - $75,000 and is commensurate with experience. The position is full-time, with benefits including medical insurance, vacation, personal, and sick time. We strive to create a culture that emphasizes work-life balance, and we offer a generous amount of flex and remote time in compensation for extra hours worked. During the COVID-19 pandemic, we are working fully remotely and will assess returning to working from the office as more information becomes available.

To apply, please send a resume and cover letter by email to careers@iceorg.org, with the subject heading Director of Individual Giving, expressing how your experience fits with this position and why you’re excited about working with the International Contemporary Ensemble.

Applications will be reviewed on a rolling basis until the position is filled. The ideal candidate will be able to start in early Fall 2020.

For more information about the International Contemporary Ensemble, please visit our website at https://www.iceorg.org/. 
ABOUT THE INTERNATIONAL CONTEMPORARY ENSEMBLE
The International Contemporary Ensemble is an artist collective that is transforming the way music is created and experienced. As performer, curator, and educator, the International Contemporary Ensemble explores how new music intersects with communities across the world, performing up to 150 concerts and events a year. The Ensemble’s 36 members are featured as soloists, chamber musicians, commissioners, and collaborators with the foremost musical artists of our time. Works by emerging composers have anchored the Ensemble’s programming since its founding in 2001, and the group’s recordings and digital platforms highlight the many voices that weave music’s present.

OpenICE, made possible with lead funding from The Andrew W. Mellon Foundation, offers free concerts and interactive, educational programming wherever the Ensemble performs. As the Ensemble in Residence of the Nokia Bell Labs Experiments in Art and Technology, the International Contemporary Ensemble advances music technology and digital communications as an empowering tool for artists from all backgrounds. Curricular activities include a residency and coursework at The New School’s College of Performing Arts, along with a summer intensive program, called Ensemble Evolution, where topics of equity, diversity, and inclusion build new bridges and pathways for the future of creative sound practices. Yamaha Artist Services New York is the exclusive piano provider for the Ensemble. Read more at www.iceorg.org and watch over 350 videos of live performances and documentaries at digitice.org.

The International Contemporary Ensemble values the ideas and creativity that each employee brings to the table, and is proud to be an equal opportunity employer committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.