

# THEATER WORKS HARTFORD

## Position Description

Job Title: Major Gifts/Individual Giving Associate  
Reports To: Director of Development

Department: Development  
Start Date: As soon as available  
Part Time, Non Exempt

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### **About TheaterWorks Hartford:**

Innovation, Ingenuity and Intimacy

TheaterWorks Hartford (TWH) presents contemporary American Theater to an audience of 36,000 in the heart of Connecticut's capital city. TWH takes pride in its agility and resilience turning this past year's pandemic into an opportunity to pivot programming while remaining committed to important storytelling. Since 1985, TWH has continuously produced quality live theater. During the pandemic, when many theaters struggled to find a way forward we persisted, producing a full season of new, innovative, virtual work.

Located in downtown Hartford, TWH owns its building – an amazing resource that provides financial stability and a space to create. Led by Producing Artistic Director Rob Ruggiero, the theater presents 5-6 productions per year in its 188-seat venue. TWH brings some of the most exciting plays, playwrights and creative teams to share the intimacy of its modified thrust, which serves as a unique “hug” to the shared humanity on stage and in the audience. TWH has produced many Broadway hits including: American Son, Next to Normal, Ella: Off the Record, and High. In 20/21, TWH developed a digital membership hosting new works, unique digital productions, concerts and other content. This past year brought new collaborations with some of the most important theater makers in America including Sarah Gancher, Jared Mezzocchi, Harrison David Rivers, Mei Ann Teo, Awoye Timpo, James Anthony Tyler among others.

### **Mission Statement:**

To produce high quality, contemporary theater that is relevant to their audiences, engages a diverse community, and provides insight into the human experience.

### **Diversity and Inclusion Statement:**

Reflect. Listen. Name. Act. Come Together.

This is the framework we are using to pursue a more just and equitable workplace. With respect, we challenge the way “things have always been done” as we reach for a place that takes into consideration all perspectives and points of view. We listen and respond (a core tenant of good theater) acknowledging that we must include all of humanity in our collaborations. We not only name the places where work must be done, we act in accordance with these discoveries, keeping a diverse company in our sites as we shift and

grow. But most importantly, we stand by the purpose of theater as a coming together – and we use that as our north star as we work towards becoming a more diverse, inclusive and equitable organization.

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**Summary of Position:**

As a vital member of the development team of TheaterWorks Hartford, the MAJOR GIFTS/INDIVIDUAL GIVING ASSOCIATE will serve as a front-line fundraiser actively prospecting, cultivating and soliciting individual donors for annual operating, planned giving and special project gifts.

**Essential functions of the position:**

- Support current individual giving efforts and work with the Director of Development to develop new strategies and outreach initiatives to grow individual support.
- Maintain an active portfolio of major (\$500+) donors and prospects, and develop and implement strategic engagement and solicitation plans for each.
- Develop fundraising strategies that correlate with TWH's productions and programs and align with donor philanthropic objectives.
- Build and maintain relationships with donors/prospects via phone calls, personal visits, written contact and events.
- Regularly attend external events that provide the opportunity to network with current and prospective donors.
- Identify annual financial goals for donor portfolio, track, measure and report on progress, reevaluating plans quarterly to optimize results and ensure alignment with goals.
- Document correspondence, meetings, and interactions with donors in the database.
- Partner with TWH Board members, Producing Artistic Director, Director of Development and colleagues from across the organization in donor cultivation efforts.
- Understand and effectively communicate TWH's mission, values and programs.
- Support general fundraising projects, events and tasks as needed.

**Requirements:**

- Minimum 3-5 years experience in Development, preferably with individual giving and direct solicitation experience.
- Bachelor's degree; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Knowledge of Microsoft Office at an advanced level and experience with donor databases. Familiarity with PatronManager a plus.
- Excellent verbal and written communication skills.
- Superior time-management skills.
- Self-starter who is also a team player with a personal commitment to TWH's mission.
- Familiarity with the Hartford arts and philanthropic community a plus.
- Able to work some nights and weekends.

**To Apply:**

Please send resume, cover letter and references to [dina@twhartford.org](mailto:dina@twhartford.org) and type Major Gifts/Individual Giving Search in the subject line. Search will remain open until the position is filled. No phone calls please. TheaterWorks Hartford is an equal opportunity employer. BIPOC candidates encouraged to apply.