



Individual Giving Manager Job Description

OVERVIEW

The Coolidge Corner Theatre Foundation (the Coolidge) is seeking applications for the full-time position of Individual Giving Manager.

Reporting to the Associate Director of Development, this position will oversee all aspects of individual giving for the Coolidge—including the planning and implementation of annual appeals, donor cultivation and stewardship, and working to grow the Coolidge Director's Circle and Planned Giving programs.

TYPICAL DUTIES AND RESPONSIBILITIES

Specific responsibilities include:

- Set annual goals for, manage, and grow the Coolidge's Director's Circle (\$1,500+ gifts).
- Plan and implement all annual fund appeals, focused on growing relationships with individual donors at all giving levels through mailings, online and social media giving programs, and e-solicitations.
- Expand efforts to increase funding from current and lapsed donors.
- Work closely with the Coolidge's executive leadership and staff to determine major giving priorities and design materials accordingly.
- Work with the Coolidge's executive leadership and board to manage prospect portfolios, help facilitate donor meetings, and provide all relevant materials and strategies.
- Solicit and/or facilitate solicitation meetings with major donor prospects, working closely with the executive leaders and board members.
- Maintain accurate and timely records/contact reports of all interactions with donors utilizing fundraising software.
- Oversee implementation of stewardship and recognition for all donors.
- Coordinate with development/marketing/accounting staff and maintain positive relationships across the Coolidge team.
- Function as a resource in the coordination of Coolidge events such pre-screening cultivation gatherings, dinners at donors' homes, and Trivia Night.
- Perform other duties as assigned.

The ideal candidate has experience working in development/individual giving for a nonprofit arts organization, and is familiar with Boston philanthropic community leaders, local businesses, and

potentially untapped opportunities for our film-arts organization to strengthen major individual and foundation giving. They are eager to immerse themselves in a creative, collaborative environment.

Our top candidate will be:

- **An entrepreneur:** You are a hands-on practitioner but can anticipate the needs of the department and provide senior staff with what they need to be successful.
- **Outgoing:** You understand the need for personal relationships in the development office. You are eager to work with our board and volunteers, helping to ensure their success with our major gift fundraising efforts.
- **Strategic:** You're on the ball and understand what it takes to keep our executive leadership and board members on track. You aren't afraid to "manage up" and make suggestions about how to improve operations.
- **Detail-oriented:** You are a stickler for accuracy and take pride in producing work that reflects the level of excellence expected of every staff member at the Coolidge.
- **Collaborative and flexible:** You understand and appreciate the rhythm of a face-paced nonprofit, where staff members are always willing to pitch in for special events and unexpected challenges.

QUALIFICATIONS

- BA preferred.
- Minimum 3–5 years of related development work.
- Familiarity with fundraising software (e.g. DonorPerfect), database management, and reporting.
- Strong communication skills, spoken/phone and written
- Skilled in standard office software, such as Word and Excel.
- An enthusiasm for film and the Coolidge's mission.

SALARY/BENEFITS

Salary: \$55,000–\$60,000

The Individual Giving Manager is a full-time position with the opportunity to grow professionally. This is an in-person position. The Coolidge office has a flexible work schedule; some evening and weekend work is required. Benefits package provided, including medical, dental, and 403(b) retirement plan, paid holidays, and paid vacation on a graduated scale based on years of service.

APPLY BY

May 28, 2024

HOW TO APPLY

The Coolidge seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter (LAST NAME_FIRST NAME_COVER LETTER) and resume (LAST NAME_FIRST NAME_RESUME) to office@coolidge.org with "Coolidge Individual Giving Manager" in the subject line. No phone calls please.

The Coolidge provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Coolidge complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, leaves of absence, and compensation.

The Coolidge expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Coolidge's employees to perform their job duties may result in discipline up to and including discharge.

ABOUT THE COOLIDGE CORNER THEATRE

The Coolidge Corner Theatre is a nonprofit film and cultural institution located in Brookline, MA whose mission is to entertain, inform, and engage — building a vital community through film culture. The Coolidge is highly regarded as the premier art house cinema in New England and a cultural and community asset in Greater Boston, has a membership base of over 4,000, and serves over 220,000 patrons annually. In addition to screening first-run independent films, the Coolidge offers a wide variety of special programs and events, including community discussions, and collaborates with a myriad of other organizations.

In Spring 2024, the Coolidge opened a 14,000-square-foot expansion that includes two new, state-of-the-art screens and a new Community Education and Engagement Center.

COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

Guided by our mission to “entertain, inform, and engage — building a vital community through film culture,” we at Coolidge Corner Theatre believe we have a collective opportunity to transform the way people see the world through film. On screen and throughout our programming we have an opportunity to understand ourselves and the world around us more deeply; to uplift the voices of all races, ethnicities, gender identities, economic statuses, and abilities; and envision the changes we wish to see in our society. As devoted film lovers, we must engage authentically and deeply in conversations about our humanity and push ourselves to recognize injustice around us.

The Coolidge Corner Theatre has embarked on a strategy ensuring that the theater is committed to addressing equity in our governance, staffing, programming, and operations. This will be an ongoing process at the Coolidge, as we thoughtfully integrate this change into our broader vision and strategy for our expanded theatre footprint both virtually and physically.