

# PAPER MILL PLAYHOUSE

## Annual Fund Manager

**Status:** Full Time/Benefits Eligible/Exempt

**Reports to:** Associate Director of Development

### **About Paper Mill Playhouse:**

Founded in 1934, Paper Mill Playhouse has been a cherished New Jersey arts institution for more than 80 years. Paper Mill brings new American Musical Theater to life, with a national reputation that continues to grow. Collaboration with other regional theaters and leading independent producers brings over 200,000 New Jersey audience members annually the best in musical theater, from celebrated revivals to groundbreaking new works. In 2016, Paper Mill received the Regional Theatre Tony award in recognition of its contribution to the national field, the industry's highest honor.

Paper Mill Playhouse facilities include a 1,150-seat theatre with attendant backstage dressing rooms, offices, and production support areas; front-of-house lobbies with bars, concessions, and restroom facilities; an 80-seat restaurant; a small house with two apartments; 2,500 square feet of education studios; three parking lots and grounds.

### **Position Overview**

The Annual Fund Manager will foster increased annual giving by providing a broad range of support and quality communication to donors at the giving level of \$999.00 and below. The Annual Fund Manager will assist with the creation and maintenance of all Development appeals and donor communications; prioritize high-quality, timely responses for all incoming donor inquiries and requests; contribute to all annual fundraising efforts; and collaborate across teams and departments to ensure materials are deployed in a qualitative, cost effective, and timely manner. The Annual Fund Manager, in collaboration with the Associate Director of Development, manages a portfolio of current and prospective donors, raising approximately \$450,000 annually.

### **Essential Functions:**

- Develop and implement strategies to cultivate, solicit and steward patrons and prospects.
- Develop and implement strategies to encourage increased involvement and higher level giving, including prospects for special or planned gifts and the capital campaign.
- Build relationships with donors and provide a high level of customer service.

- Create, generate, and track all fundraising appeals, including but not limited to: Calendar Year End Appeals, Fiscal Year End Appeals, Monthly Renewals, Giving Tuesday, direct mail, eblasts, and social media.
- Assist in the development and maintenance of creative copy and targeted communications for materials/solicitations (acknowledgment letters, solicitation copy, eblasts, newsletters, social media content, etc.).
- Develop and monitor timelines to ensure timely, accurate, and cost-effective production of materials and content.
- Field and manage donor and telefunding calls, emails, and requests.
- Ensure all donor information/plans/wealth screenings are up-to-date and accurate, and new information is properly documented and recorded in the CRM (Tessitura).
- Track, assess, and report on responses to cultivation/solicitation/stewardship campaigns to drive the moves management process for the annual giving pipeline of donors.
- Identify and utilize current and emerging fundraising techniques, trends, opportunities, and channels to help retain and cultivate new donors, and upgrade existing donors.
- Collaborate with the team to analyze and report on campaign fundraising results, develop insights, and assist in making strategic recommendations to help increase annual giving.
- Donor research as needed.
- Liaise with the Marketing team to continually update annual giving areas on website content as needed (content, images, benefit listings).
- Scheduling cultivation, briefing, and solicitation meetings.
- Archival of all annual giving materials and list strategies/criteria.
- Assist with stewardship and cultivation events and activities as needed.

### **Required Experience**

- Nonprofit development experience (3+ years minimum)
- Excellent written and verbal communication skills
- CRM/data management experience, preferably Tessitura
- Ability to establish and maintain rapport with donors
- Highly motivated and organized
- Positive attitude, strong work ethic, collaborative team player

### **Additional Eligibility Qualifications**

- Experience with Tessitura a plus
- Demonstrated facility with numbers and attention to detail
- Facility with learning new technology/software
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.
- Interest in Paper Mill's mission and programming

**Salary Range:** \$55,000-\$65,000

**Benefits:**

- Comprehensive insurance coverage (medical, dental, vision, life, disability).
- Generous paid time off.
- 403b retirement savings account including a 3% match.
- Access to various performances, educational events, and professional development opportunities.

**Apply:**

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

Send resume and a cover letter describing how your experience makes you the right candidate for this position to [Recruiting@Papermill.org](mailto:Recruiting@Papermill.org) with subject line: Annual Fund Manager. No phone calls, please.

**Our Mission:**

Paper Mill Playhouse entertains, inspires, and enriches lives. As the nation's premier musical theater, we foster a creative environment to advance the art form, educate students, develop future theater lovers, nurture inclusion, and provide access for all.

***Paper Mill Playhouse*** is an **Equal Opportunity Employer** where the spirit of inclusion feeds into everything we do. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. We strive to create opportunities, access, resources, and rewards that are available to and benefit everyone. *Paper Mill Playhouse* is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status.