



**Position:** DIRECTOR OF INSTITUTIONAL GIVING + MAJOR GIFTS

**Reports To:** Chief Development Officer

**Department:** External Affairs

**FLSA Status:** Full-time, Exempt

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### **ABOUT KARAMU HOUSE**

In 1915, Oberlin College graduates Russell and Rowena Jelliffe opened the Playhouse Settlement in a Cleveland area called The Roaring Third. The Jelliffes wanted to build an environment where people of different races, religions, and social and economic backgrounds could come together to seek and share common ventures through the arts, and Karamu House was established as a gathering place for racially diverse members of the surrounding community at that time. As the community became predominantly African American, Karamu responded with programs geared to their needs and interests.

Today, Karamu is evolving to be reborn as a beating heart for the entire community, regardless of race, ethnicity, sexual orientation, gender identification, or age, as it embarks on its second 100 years, retaining its historical identity as “a place of joyful gathering.” Core programs include a five performance, socially-relevant and professional quality theatre season; arts education in drama/theatre, music and dance for all ages; and community programming, such as a lecture series, and spoken word and music performances, that invites participation and engagement, reflection, and a re-commitment to cultural values.

### **DIRECTOR OF INSTITUTIONAL GIVING + MAJOR GIFTS**

The Director of Institutional Giving + Major Gifts is responsible for developing strategies for the cultivation, solicitation, and stewardship of individual donors, with special focus on no less than five-figure, multi-year gifts. The position is also responsible for cultivating and stewarding the ongoing financial support of corporate and other for-profit institutions in the form of charitable gifts and sponsorships. This position has direct impact on the institution’s reputation among patrons, sponsors and the community, as well as impacts the financial and operational performance of the department. In addition, this position is responsible for the tactical execution of capital campaign performance and any associated special campaigns.

### **PRIMARY RESPONSIBILITIES FOR THE ROLE INCLUDE:**

- Active participation in each step of the development pipeline of major gifts and corporate support, including: identification; qualification through research; cultivation; briefing; request for support; and prompt follow up, stewardship, and recognition.
- Oversight of a growing portfolio of 150-200 donors and prospects.

- Development of individualized donor and sponsorship strategies to renew and upgrade gifts. Successfully execute upon the organization's overarching strategic development plan.
- Maintain an organized system of donor stewardship by utilizing the institution's CRM system.
- Capital campaign management (e.g. reporting), including the inclusive management of any special campaigns (i.e. pavers), naming opportunities and reporting.
- Collaborate regularly with the artistic, education, and programming teams to ensure a clear and accurate interpretation of the organization's vision and direction.
- Work closely with the department director and other team members throughout the institution to achieve articulated monthly, quarterly and annual development goals.
- Other duties, as assigned.

**SUCCESS IN THIS POSITION REQUIRES:**

- Ability to set goals strategically and oversee execution.
- High level of discretion and ethical approach to fundraising.
- Proven ability to interact and influence philanthropic leaders.
- Experience motivating and managing high-profile volunteer leadership and senior executives.
- Ability to work cross-functionally with various internal and external constituents.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- A genuine interest in and knowledge of the theatre / performing arts

**QUALIFICATIONS:**

The successful candidate will possess the following:

- Bachelor's degree (Graduate degree preferred).
- Demonstrated experience, success, and progressive responsibility in fundraising and fund development with a minimum of three to five years' experience.
- Excellent written and verbal communication as well as presentation skills.
- Proficiency in database management, Microsoft Office Suite, CRM platforms, and other computer skills, as required.
- Valid driver's license & insurance and/or reliable transportation required for out-of-office travel as required by the position.

**COMPENSATION**

Salary: \$75K - \$83K. Benefits include medical, paid time off including vacation and sick leave, paid holidays and complimentary production tickets.

**TO APPLY**

Applicants for the position should send resume, cover letter and salary requirements to:

ATTN: Careers | Karamu House | 2355 E. 89th Street, Cleveland, Ohio 44106  
[careers@karamuhouse.org](mailto:careers@karamuhouse.org) | NO PHONE CALLS