



Company, Position and Person Profile

Donor Services Manager

October 2018



The Company

Mission

Synetic redefines theatre by blending innovative techniques and movement, investing in artists' growth, and creating unforgettable visceral experiences for every audience.

History

Synetic Theater (the Company) emerged from the creative vision of founders Paata and Irina Tsikurishvili, Georgian artists who moved to the United States in the 1990s. Trained in dance, theatre and film, the Tsikurishvilis combine traditions of the Caucasus with distinctly American styles to tell classic stories through movement, music, technology and visual arts. Synetic Theater, Inc. was founded in 1996 and made its artistic debut with the first wordless Shakespeare production, *Hamlet...the rest is silence*, thrilling audiences with its athletic and high-voltage physical theatre and earning three 2003 Helen Hayes Awards, for Outstanding Resident Play, Outstanding Choreography and Outstanding Director.

Today

The Company produces four to five mainstage productions and two to three Family Series productions per season, runs an educational studio for ages seven through adult, conducts community outreach programs, and tours family and mainstage productions, reaching more than 40,000 patrons annually. To date, the Company's productions have earned more than 120 Helen Hayes nominations and won 30 Helen Hayes Awards, garnering praise for both its Wordless Shakespeare repertoire (*Hamlet...the rest is silence*, *Macbeth*, *Romeo and Juliet*, *A Midsummer Night's Dream*, *Antony and Cleopatra*, *Othello*, *King Lear*, *The Taming of the Shrew*, *Twelfth Night*) and its dialogue and movement-based pieces, such as *Host and Guest*, *Frankenstein*, *Carmen*, and *The Master and Margarita*.

The Position

Position Title: Donor Services Manager

Location: Arlington, Virginia

Reports to: Managing Director

Person Profile

Summary

Reporting to and with the assistance of the Managing Director, the *Donor Services Manager* is responsible for overseeing Synetic's efforts to strengthen donor relationships, managing



the appeals and renewal processes, strategizing individual membership campaigns, managing related special projects, and other related solicitations. The Manager works closely with the Marketing Manager to create publicity materials and coordinate donor communications.

Specific Responsibilities

- Works with the Managing Director to manage all strategies and activities for donor cultivation, solicitation, and relations
- Writes and manages donor and member correspondence
- Processes gift acknowledgements
- Researches and contacts new or potential individual donors
- Coordinates the preparation of development reports to the Board and other agencies
- Manages donor gift record keeping
- Maintains and improves patron retention by building relationships with potential and current donors to elevate their membership position
- Manages donor, gift record-keeping, and reporting in collaboration with grant writer
- Manages the pledge reminder, acknowledgment, and donor benefits fulfillment processes
- Attends community events related to donor cultivation
- Participates in outreach activities and performance-related activities outside regular business hours
- Schedules meetings with potential donors for Artistic Director and/or Managing Director
- Conducts prospect research on individual donors
- Works with Board members and volunteers to accomplish the Development-related objectives of the theater
- Is available to assist in any other capacity, as assigned

Internal Reporting and Updates—

- Maintains and updates the current donor database, such that history of giving and transactions with Synetic, interests, key donor information, and corporate or other affiliations are tracked
- Works closely with Accounting to ensure accuracy of development-related reporting
- Produces monthly fundraising progress reports
- Produces monthly prospect research and status updates
- Prepare donor lists for playbills, website, and other acknowledgment media
- Update the development section of the website

Qualifications and Skills

- Bachelor's Degree (required)
- Minimum three years' experience in individual giving or membership in a nonprofit, or equivalent



- Interest in performing arts and an appreciation of theater
- Experience working directly with donors is preferred
- Strong verbal and written communication skills in a business setting
- High attention to detail
- An understanding of budgeting principles
- A background in arts administration is helpful
- Excellent organizational and interpersonal skills
- Ability to work in a team environment
- Ability to work on a variety of projects simultaneously is essential
- Must be a self-starter who requires little to no supervision to meet goals
- Strategic thinker with demonstrated ability to pay attention to detail
- Intermediate knowledge of Microsoft Office Suite
- Experience with ticketing software a plus

Supervisory Responsibilities

- Development intern (if applicable)
- Volunteers (if applicable)

Metrics

- Number of new individual donations received
- Donor retention %
- Maintain fundraising expenses within budget
- Achieve annual contributed revenue budget targets

Compensation

Salary commensurate with experience

To apply, email resume and cover letter to "Jobs@synetictheater.org".