



Individual Giving Officer

About BroadStage

BroadStage is a contemporary performing arts presenter in Santa Monica that energizes audiences and community through bold performances and personal connection. A proud partner of Santa Monica College, BroadStage's primary venue is the Santa Monica College Performing Arts Center, which includes three venues: The Eli & Edythe Broad Stage, a 535-seat venue combining the warmth of a small theater with the acoustics and staging of a grand hall, The Edye, an intimate black box space, and The Plaza an indoor/outdoor space perfect for live music, dancing, and community building.

BroadStage is part of the SMC tradition of community service, providing educational programs for high school and college students, artist workshops, and special events. After a 15-year anniversary in 2023, we're expanding to meet a rapidly evolving set of needs for artists, audiences, and community.

Under the leadership of Artistic & Executive Director Rob Bailis, BroadStage is broadening its impact through a new artistic vision and expanded venue footprint, celebrating our shared humanity and expanding the role the arts play in the vitality of our diverse community. We believe that through the arts we can design the future we wish to see, evolving our work for a new day, and shaping a world in which we can all proudly live. To learn more about BroadStage visit www.BroadStage.org.

About the Role

BroadStage seeks a relationship-driven Individual Giving Officer to help manage and grow a portfolio of individual donors and engaged members through thoughtful stewardship, consistent communication, and strategic solicitation.

Reporting to the Senior Development Manager, this frontline fundraising role focuses on mid-level donors, annual fund supporters, and members with the capacity for deeper philanthropic engagement. The Individual Giving Officer will serve as a key relationship manager for an assigned portfolio, with support from the Senior Development Manager and Director of Development.

This role is centered on donor retention, upgrades, pipeline growth, and relationship building. It offers the opportunity to take on meaningful portfolio ownership while contributing to a dynamic and evolving individual giving program.

The Individual Giving Officer is also a visible presence at performances and donor events and works closely with colleagues across Development, Marketing, Patron Services, and Artistic to help create a strong and consistent donor experience.

Who You Are

- You enjoy building real relationships and understand that strong fundraising comes from trust, consistency, and follow-through.
- You may have managed donors, members, campaigns, or annual fund relationships before, and you are ready for more direct portfolio ownership
- You are comfortable reaching out to donors and initiating conversations, including making thoughtful and direct asks when appropriate.
- You are organized and proactive, and you can manage a large portfolio of relationships without losing the personal touch.
- You are someone who can take a group of engaged supporters and move them forward, from first gift to repeat giving, from membership into philanthropy.
- You have good instincts in donor-facing situations and communicate clearly with colleagues across teams.
- You enjoy being present in a live arts environment and understand that visibility and engagement are part of the work.

Key Responsibilities

Individual Donor Portfolio Management

- Manage a portfolio of approximately 100–125 individual donor households, phased in over time and balanced across personalized and scalable outreach
- Serve as the primary relationship manager for assigned donors
- Develop and implement tailored stewardship and solicitation strategies
- Conduct regular donor outreach through meetings, calls, emails, and in-person engagement
- Participate in and increasingly lead donor solicitations for renewals, upgrades, and annual gifts, with coaching and strategy support
- Maintain accurate and timely documentation of donor interactions, plans, and next steps in the CRM
- Surface donors with greater philanthropic potential and partner with senior Development staff on next steps

Donor Cultivation and Stewardship

- Build and maintain strong donor relationships through consistent communication and follow-up
- Ensure timely acknowledgment and thoughtful stewardship of gifts
- Partner with the Senior Development Manager on cultivation and solicitation strategies
- Contribute to a consistent and positive donor experience across all touchpoints

Membership and Mid-Level Giving Strategy

- Steward relationships with donors who are also members, with a focus on engagement and upgrades
- Support the shift from benefits-based membership to deeper philanthropic engagement
- Use attendance, giving history, and engagement signals to inform outreach and strategy
- Coordinate membership-related communications with Development and Marketing colleagues
- Follow internal tiering strategies that balance automation and personalized outreach

Onsite Engagement and Representation

- Attend performances, donor events, and cultivation activities as a visible representative of BroadStage.
- Engage with donors and members on-site, strengthening relationships through presence and conversation.
- Coordinate pre- and post-event follow-up with Development colleagues to reinforce donor experience.

Collaboration and Reporting

- Work closely with the Senior Development Manager to align priorities and portfolio strategy
- Partner with the Development & Database Management Associate to support accurate records and acknowledgments
- Maintain timely and accurate CRM documentation
- Provide updates on donor engagement, portfolio progress, and emerging opportunities.

Essential Skills and Experience

- Approximately 3-5 years of experience in individual giving, membership, annual fund, donor relations, or related fundraising work
- Experience communicating directly with donors, members, patrons, or supporters
- Comfort in a donor-facing role that includes solicitation and stewardship
- Strong organizational skills and ability to manage multiple relationships at once
- Clear written and verbal communication skills

- Experience using a CRM or donor database
- Experience in nonprofit development or the performing arts preferred

Salary and Benefits

Salary: \$80,000. Full-time, non-exempt.

Benefits package includes health insurance, matching 401(k) plan, and paid time off for holidays, vacation, personal days, and sick leave.

Location: This position is based in Santa Monica, California. We are currently offering a remote work/on-site hybrid workplace with a flexible onsite schedule that includes attendance of on-site, in-person live events.

How do I apply?

Submit a resume and cover letter to employment@broadstage.org and put the title “Individual Giving Officer” in the subject line.

At BroadStage, we believe that the performing arts are a source of joy, nourishment, and connection, and that art flourishes when we all cooperate to create a space for it. BroadStage recognizes that the values of equity, diversity, inclusion, access, justice, and respect must be fundamental to our work, and it is the responsibility of our staff, artists, and patrons to create a welcoming environment for all. We take pride in the culture we are cultivating within our organization, as we celebrate the differences that bring us closer together. BroadStage is an Equal Opportunity Employer, and all qualified applicants for employment will have full and equal access to employment opportunities.