



Global Arts Live  
720 Massachusetts Avenue  
Cambridge, MA 02139  
[globalartslive.org](http://globalartslive.org)  
617.876.4275

## Individual Giving and Membership Officer

**Global Arts Live**

Cambridge, MA, United States

### ORGANIZATIONAL OVERVIEW

For over 30 years, Global Arts Live has brought exceptional global music and dance to stages across greater Boston. We invest in deep relationships with artists, support them with commissions, develop audiences for their work, and create connections to under-represented immigrant populations and communities of color in our region. Since inception, Global Arts Live has presented more than 800 artists from 70+ countries in over 1,500 performances attended by more than 1 million people. With an artistic vision focused on cultural diversity, many of our artistic projects express universal themes of identity, immigration, heritage, and inclusion. 70% of presented artists identify as BIPOC. Audience surveys show that our audiences roughly correlate to the Boston area population with 23% of our audiences identifying as BIPOC and 44% speaking a language other than English. We aspire to transcend borders, cultivate community, and enrich lives.

Global Arts Live is ushering in an unprecedented phase of growth and innovation. The organization completed a strategic plan and a rebranding campaign, and recently hired a new CEO to augment the work of the Founder. Global Arts Live is the design and operating partner of a new \$40M BIPOC-centered performing arts complex that will open in 2025 in Kendall Square, Cambridge. While the building's design and construction is being funded by a real estate developer, Global Arts Live is engaged in a \$15M fundraising campaign to support the new performing arts center's future operations.

### JOB OVERVIEW

As the Individual Giving and Membership Officer in a newly formed development department, you will help shape an exciting new phase of growth and innovation for the organization. Reporting to the Director of Development, and working with the CEO, Board of Directors, Campaign Steering Committee, and Global Arts Live staff, you will create new individual giving strategies for major giving, annual fund, and membership, and support the four-year campaign that will raise \$15M for operating funds for the new performing arts center.

### RESPONSIBILITIES

#### Individual Giving and Membership

- Manage and execute all individual giving efforts, including member and annual fund direct mail, email, social media, webpages, online giving, and personal asks.
- Manage a portfolio of 100 to 150 individual donors and prospects.

- Produce all special events and individual donor engagement opportunities, including pre- and post-performance receptions, house parties, and special campaign events.
- Collaborate with the box office and support ticket sales in peak times as needed, especially regarding emphasizing relations with our members.
- Create advancement communications and fundraising materials such as email newsletter, annual report, campaign materials.
- Support Director of Development, Executive Director, and Board members in their individual major gift solicitations, including scheduling donor meetings, providing prospect research, drafting proposal letters and acknowledgement letters, and providing fundraising and database reports.
- Manage donor records in relational database, generate reports and track, analyze, and report fundraising metrics. Oversee gift processing, including some hands-on processing (membership gifts are also recorded by the box office during ticketing transactions).

### **Other Duties**

- Attend concerts and engage with members.
- Represent Global Arts Live at cultivation events and other interactions in community and professional forums, groups, and partner organizations.
- Attend to other duties and administrative support as assigned (such as volunteer and intern management).

### **WORK ENVIRONMENT**

- Global Arts Live offices are located at 720 Massachusetts Avenue, Cambridge, MA, and concerts are currently held at different locations in Boston, Somerville, and Cambridge.
- Work is generally performed in the office and at events, with some flexibility for working partially remote.
- Must be able to sit and stand for extended periods of time, walk up and down stairs, and lift 30 lbs.
- Some night and weekend work at concert events required.
- Current COVID-19 office protocols include required vaccination (medical or religious exceptions accepted), frequent testing, social distancing, masks, and quarantine if infected and communicable. (Subject to change as health guidance is updated).

### **DESIRED SKILLS & ATTRIBUTES**

- Passion for music, dance, and the mission of Global Arts Live.
- Dedication to fundraising and institutional advancement.
- Excellent interpersonal, communication, and writing skills.
- Organized, attentive to details, and oriented to problem-solving.
- Interest in authentic work with diverse communities and cultures, and commitment to advancing anti-racism in the mission delivery and workplace.
- Discretion in handling confidential information.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree or equivalent experience.
- 2-4 years of experience fundraising from individuals, ideally with a membership program in an arts and culture environment.
- Proficiency in Microsoft 365 (Outlook, Word, Excel, PowerPoint) preferred.
- Experience with Tessitura or similar Customer Relations Management system a plus.

- Experience with Donor Search or other prospect research tools a plus.

## **COMPENSATION**

- This is a full-time salaried, exempt position.
- \$50,000-\$70,000 annual salary commensurate with experience.
- Benefits include health, dental, flexible spending account, retirement.

## **TO APPLY**

- Please create a single pdf with your cover letter, resume, and references. In your cover letter please mention how you heard of this opportunity.
- Email the pdf to [work@globalartslive.org](mailto:work@globalartslive.org), with “IGMO” and your Last Name, First Initial, in both the email subject line and pdf name.
- Candidates are encouraged to apply as soon as possible since interviews will be scheduled on a rolling basis.
- No postal mail, no phone calls, please.
- References will not be contacted without applicant permission.

*Reflecting the artists we present and the audiences we serve, Global Arts Live is an equal opportunity employer and welcomes applications from candidates demonstrating diversity of race, gender, sexual orientation, religion, ethnicity, and national origin. Global Arts Live is committed to creating a work environment that values respect, integrity, diversity, and inclusion.*