

SEATTLE OPERA.

CAPITAL CAMPAIGN ASSOCIATE

Seattle Opera is accepting applications for the position of Capital Campaign Associate. This full-time, hourly position reports to the Capital Campaign Manager.

SCOPE AND PRINCIPAL ACCOUNTABILITIES

The Capital Campaign Associate provides administrative support for the \$28.5 million capital campaign to build Seattle Opera's permanent home on the site of the demolished Mercer Arena. The position is responsible for the capital campaign data management and record-keeping process in the Tessitura database. This data management will include processing and documenting a high volume of campaign gifts, pledges, acknowledgments, and expenses while working in partnership with the Development Operations team. The Capital Campaign Associate works closely with staff and volunteers to meet campaign goals.

PRIMARY DUTIES

- Support daily operations of the capital campaign in cooperation with the Development staff.
- Working closely with the Development Operations team to ensure proper coding and entry of capital campaign gifts and pledges into the Tessitura database.
- Support the gift acknowledgement procedure to ensure timely and appropriate acknowledgement of all capital campaign gifts.
- Collaborate with Development Operations team and Individual Giving team to ensure that capital campaign pledge reminders and gift/pledge collection efforts are done properly and in a timely manner. Ensure that capital campaign pledge payment schedules are appropriately documented and realized. Field donor inquiries regarding all capital campaign gift and payment schedules.
- Maintain accurate and updated donor and prospect tracking, strategy, and progress report system in Tessitura.
- Support Capital Campaign Manager in creating, updating, and distributing campaign reports, including weekly progress reports, prospect lists, and other customized reports for all strategy meetings, including internal staff meetings, Campaign Steering Committee meetings, and other meetings.
- Provide administrative support in staffing the Campaign Steering Committee, assisting with activities including scheduling, creation and distribution of meeting minutes and materials, and follow-up.

- Coordinate all donor recognition activities, including creating and pulling lists in Tessitura for program book recognition.
- Assist with the planning and implementation of all capital campaign events.
- Maintain a capital campaign expense tracking system.
- Work Development events (e.g. donor lounge, galas, dinners and receptions, not limited to the capital campaign) to cultivate prospects and steward donor relationships as required.
- Perform other duties as assigned and needed to successfully achieve Development goals.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience.
- Minimum of 2 years customer service experience
- Outstanding written and verbal communication skills. Donor communication experience preferred.
- Knowledge of Tessitura and/or experience with donor management systems, and proficiency in Microsoft Office Word, Excel and PowerPoint.
- Excellent attention to detail and ability to reconcile basic financial reporting
- The ability to adapt in a fast paced environment in which the volume of work can ebb and flow in relation to the fiscal year and key campaign milestones.

DESIRED ATTRIBUTES

- Professional attitude, highly motivated, and accountable.
- Able to think creatively, strategically, and proactively.
- Excellent organization skills, able to plan ahead, meet deadlines and goals while simultaneously managing multiple projects.
- Able to perform well under pressure, with excellent interpersonal skills and the ability to interact appropriately with volunteers and donors at all levels.
- Collegial and collaborative approach to assignments.
- Knowledge of opera and/or performing arts in general is a plus.

SPECIAL REQUIREMENTS

Evening and weekend work required for events and departmental activities for which employee will make own, suitable transportation arrangements and receive transportation reimbursement according to company policy.

COMPENSATION

Hourly rate DOE. Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance and retirement plan, as well as free parking.

CONTACT

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with "Capital Campaign Associate" in the subject line. No phone calls.