

SEATTLE OPERA.

Capital Campaign Manager

Seattle Opera is accepting applications for the position of Capital Campaign Manager. This full-time, exempt position reports to the Director of Development. This campaign is expected to run through June 2019.

Scope and Principal Accountabilities

The Capital Campaign Manager is a full time position that helps implement the fundraising plan for the \$60.4 million Public/Private Partnership Capital Campaign to build Seattle Opera's civic home at Seattle Center on the site of Mercer Arena next to Marion Oliver McCaw Hall. The Campaign Manager is responsible for managing all day-to-day Campaign activities, including event planning, meetings, reporting, and gift processing and acknowledgments. The Capital Campaign Manager works closely with executive leadership, Campaign volunteers including board members, Development staff, and others to meet Campaign goals.

Primary duties:

- Manage daily operations of the Capital Campaign in cooperation with the Associate Director of Development, including reviewing the Campaign data in Tessitura to:
 - Acknowledge in a timely manner all Campaign pledges, intents to give, and gifts in a timely manner.
 - Guarantee the consistent Development staff use of "Plan Steps" in Tessitura.
 - Assist when needed to accurately enter Campaign pledges, intents to give, and gifts in Tessitura.
- Assist Campaign Steering Committee and Development staff members with identifying and qualifying prospects in cooperation with the Associate Director of Development – Individual Giving.
- Support the Director of Development with Campaign Steering Committee communications work, including scheduling meetings and coordinating the creation and distribution of meeting notices, support material, minutes, and follow-up.
- Coordinate the development and timely submission of Campaign proposals to individual, corporate, and foundation contributors as needed in partnership with individual giving and corporate/foundation Development staff.
- Work with Development Operations Manager to manage the Campaign fundraising budget.

- With appropriate Development staff members, lead the planning and implementation of all Capital Campaign events, to include cultivation, prospecting, solicitation, stewardship and fundraising events.
- 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.
- Maintain a portfolio of up to 10 Capital Campaign donors and prospects.
- Perform other duties as assigned and needed to successfully achieve Campaign and overall Development goals.
- Supervise the Capital Campaign Associate.

Qualifications

Minimum of two years Campaign experience. Outstanding written and verbal communication skills. Donor communication and customer service experience preferred. Knowledge of Tessitura and/or experience with donor management systems, and proficiency in Microsoft Office Word, Excel and PowerPoint. Experience coordinating and working with volunteers. Knowledge of opera and the performing arts preferred.

Desired Attributes

- Excellent communication skills.
- Excellent organization skills, able to plan ahead, meet deadlines and goals while simultaneously managing multiple projects.
- Demonstrated ability to work independently, as well as with a team.
- Collaborative, collegial and visionary approach to assignments.
- Professional attitude, highly motivated, and accountable.
- Keen eye for detail.
- Able to think creatively, strategically, and proactively.
- Proficiency in Tessitura, Microsoft Office Word, Excel, and PowerPoint.

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

Salary 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 Manager" in the subject line. No phone calls.

Seattle Opera is an equal opportunity employer.