

SEATTLE OPERA.

INDIVIDUAL GIVING OFFICER

Seattle Opera is accepting applications for the position of Individual Giving Officer. This full-time, salaried position reports to the Associate Director of Development- Individual Giving.

Seattle Opera is committed to racial equity and to dismantling historic barriers of oppression. People of Color are encouraged to apply and audition for all Seattle Opera job opportunities. Learn more about our Commitment to Equity and our three-year Racial Equity and Social Impact Plan at www.seattleopera.org/equity.

SCOPE AND PRINCIPAL ACCOUNTABILITIES

This position is responsible for identification, cultivation, solicitation, and stewardship of individual donors and prospective donors giving \$1,500 and more on an annual basis. The Individual Giving Officer works collaboratively with and in support of volunteers, company leadership, and other company staff to effectively manage and grow donor relationships.

PRIMARY DUTIES:

- Lead and manage the CORE Portfolio, Seattle Opera's mid-level donor program. There are three tiers of the CORE Portfolio, comprised of 400-600 donor households making annual gifts of \$1,500-\$5,000.
 - Create and implement the cultivation, solicitation, and stewardship strategy for each tier of CORE based on a hybrid of Annual Fund communication and 1:1 Portfolio Management best practices.
 - Collaborate with the Stewardship and Events Team to assist in the personalization of cultivation, solicitation, and stewardship activities/tasks on a quarterly basis (e.g. seat cards during production runs, personal notes during fundraising campaigns, etc.)
 - Recruit and manage non-board volunteers through the 'Curious and Grateful Group' to assist with personal donor stewardship activities.
 - Identify new prospects and existing donors with upgrade potential, develop effective strategies for solicitation, and solicit accordingly.
 - Other duties relating to CORE include: Tessitura record management, Plans maintenance, forecasting, and CORE tier classification.

- Manage a relationship portfolio of approximately 25-40 donor/prospect households.
 - Create multi-year, customized engagement and solicitation plans for each household.
 - Provide effective stewardship to individual donors; report on results of their support, develop and document plans for continued engagement. Performance metrics include, but are not limited to: face-to-face visits, non-solicitation contacts, documented call reports, and proposals submitted.
 - Monitor and record all meaningful contacts with donors and prospects in Tessitura.
- Collaborate with board and non-board volunteer by engaging them in all stages of the donor relationship cycle (identification, cultivation, solicitation, stewardship), including face-to-face visits.
- Work Development events (e.g. donor lounge, in the theatre itself, galas, dinners and receptions) to cultivate prospects and steward donor relationships as required.
- Serve as an ambassador of Seattle Opera at internal and external events.
- Perform other duties as assigned and needed to successfully achieve Development goals.

QUALIFICATIONS

Undergraduate degree required, fundraising certification or equivalent experience preferred. Three to five years of successful experience in Development, preferably in Individual Giving fundraising. Outstanding written and verbal communication skills. Donor communication experience preferred. CRM proficiency required and Tessitura experience preferred. Knowledge of opera and or the arts and culture sector preferred.

DESIRED ATTRIBUTES

- Professional attitude, highly motivated, and accountable.
- Able to think creatively and strategically.
- Excellent organizational 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.

SPECIAL REQUIREMENTS

Evening and weekend work as required for events and departmental activities.

COMPENSATION

Salary range is depending on experience \$65,000-\$70,000. Seattle Opera offers benefits including medical, dental, life and disability insurance.

CONTACT:

Interested candidates should send resume and cover letter detailing relevant experience to jobs@seattleopera.org, with Individual Giving Officer in the subject line.