

# SEATTLE OPERA.

## **Associate Director of Development – Individual Giving**

Seattle Opera is accepting applications for Associate Director of Development – Individual Giving. This is a full time, exempt position reporting to the Director of Development.

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](http://www.seattleopera.org/equity).

## **Scope and Principal Accountabilities**

The Associate Director of Development – Individual Giving is responsible for developing and implementing Seattle Opera’s Individual Giving fundraising plan to meet the resource needs of the company. If you are a creative and caring leader, who is an experienced fundraiser and people manager – please apply!

This position partners with, the Director of Development to lead strategic planning, comprehensive donor relationship work, and department budgeting. Another primary responsibility is to manage the Individual Giving team and serve as a key leader within the Development Department.

## **Primary duties:**

- Lead the team of Individual Giving Officers to:
  - Create multi-year, customized engagement and request plans for donor households.
  - Provide effective stewardship to individual donors; report on results of their support, develop and document plans for continued engagement.
  - Record all meaningful contacts with donors and prospects in Tessitura.
  - Collaborate with the Stewardship Program Manager to ensure benefit/recognition fulfillment and excellent donor service.
  
- Partner with the Director of Development to:

- create and implement department strategy across all campaigns including the Annual Fund, fundraising events, planned giving, endowment and capital projects.
  - Develop individual giving revenue goals.
  - Monitor and report on team performance metrics, including: meaningful contacts, face-to-face visits, documented call reports, and proposals submitted.
- Manage a portfolio of 25-30 donor households.
  - Lead fundraising strategy and implementation for the annual fundraising event – the Big Opera Party – partnering with committee leadership and gift officers.
  - Support the company in implementing its Racial Equity and Social Impact Plan – championing the Development initiatives and coaching gift officers in having brave-space conversations with donors about the racial equity priorities of the company.
  - Work with Development Operations team on all reports, forecasting and benchmarking.
  - Interface with all company departments to identify prospective programs/projects in need of funding and to ensure that individual donor sponsorship recognition/visibility is accurate and appropriate.
  - Collaborate with Board and non-Board volunteers and engage them in all stages of the donor relationship life cycle (identification, cultivation, solicitation, stewardship.)
  - Provide staff leadership and support to the Revenue (combined Development and Marketing committees), Gala, and Governance committees, partnering with the Board Liaison.
  - Attend donor benefits and other Development events (e.g. donor lounges at McCaw Hall, annual gala, various dinners and receptions) to build and steward relationships.
  - Serve as an ambassador of Seattle Opera at internal and external events, with a strong focus on building community.
  - Perform other duties as assigned and needed to successfully achieve Development goals.

### **Qualifications**

Undergraduate degree or equivalent work experience required, CFRE fundraising certification or equivalent experience preferred. Five to eight years of successful experience in fundraising

and working directly with donors with a minimum of two years management experience. Outstanding written and verbal communication skills. CRM proficiency required and Tessitura experience preferred. Passion for arts and culture with an interest in opera.

### **Desired Attributes + Philosophy**

- Adaptable, caring leader, who is an experienced fundraiser and has been praised by colleagues and direct reports as being 'one of the best managers' they've had.
- Commitment to personal and professional growth.
- Professional attitude, entrepreneurial spirit, and highly motivated.
- Excellent organizational skills and ability to prioritize (and re-prioritize!) in order to manage multiple projects simultaneously.
- Ability to perform well in a variety of settings with experience managing teams through change and a fast-paced work environment.
- Excellent interpersonal skills that contribute to our collaborative and collegial culture.
- You want to make a difference and you know that is achieved through collaboration - one person at a time, one project at a time.
- You appreciate that Seattle Opera's success is grounded in our ability to steward relationships with our donor family and the greater community.

### **Special Requirements**

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

### **Compensation**

Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance, as well as subsidized parking or transit pass. Salary range for this position is \$80,000-90,000 DOE.

### **CONTACT:**

Interested candidates should send resume and cover letter detailing relevant experience to [jobs@seattleopera.org](mailto:jobs@seattleopera.org), with Associate Director of Development – Individual Giving in the subject line.