

SEATTLE OPERA.

INDIVIDUAL GIVING COORDINATOR

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

SCOPE AND PRINCIPAL ACCOUNTABILITIES:

The Individual Giving Coordinator is responsible for providing administrative support to the Individual Giving (IG) team that works with approximately 1,200 donor households. This position is integral to the Development Department and provides overall campaign support including annual, capital, endowment, estate/planned, and special projects (e.g. Wagner's *Ring* cycle). The IG Coordinator reports to the Associate Director of Development and collaborates with the entire company, Seattle Opera Board of Directors, and community volunteers to achieve our goal to successfully fund great opera experiences for the community's benefit.

PRIMARY DUTIES:

- Provide executive administrative support to the Associate Director of Development:
 - Create written correspondence, including proposals and reports to individual donors, in Assoc. Director of Development's portfolio.
 - Maintain Assoc. Director of Development's calendar.
 - Serve as administrative lead for maintenance of Tessitura records and individual donor files for Assoc. Director of Development's portfolio.
 - Prepare materials for donor visits.
- Provide administrative support to the Individual Giving team and our work with the Board of Directors. Specifically:
 - Create and organize materials for donor visits, sponsorship proposals, and all requests for support, with particular emphasis on the capital campaign, Seattle Opera at the Center, for the company's new building.
 - Prepare individual reports to donors in partnership with the Finance Department.
 - Support Individual Giving Officers to cultivate, solicit, and steward the households in the mid-level donor program (\$1,250-\$5,000 gift range) and the SOWING Circle affiliate group (Seattle Opera Women's Initiative Group.)
 - Work with the Development Operations Coordinator on Annual Fund campaign solicitations.

- Partner with the Development Research Manager on quarterly Development team metrics meetings.
- Liaise with the Seattle Opera Production department to coordinate Development staff and donor access to rehearsals and backstage tours.
- Ensure accurate fulfillment of sponsorship benefits to individual donors.
- Work Development events (e.g. staff donor lounges, galas, dinners, and receptions).
- Perform other duties as assigned and needed to successfully achieve Development goals.

QUALIFICATIONS:

- Undergraduate degree or four years of equivalent high-demand customer service/ administrative role. One to two years of successful experience in Development.
- Outstanding written and verbal communication skills.
- Proficiency in Microsoft Office with intermediate to advanced skills in Microsoft Excel and Word. Proficiency in Tessitura or similar fundraising CRM database experience required.
- Donor communication experience and knowledge of Adobe Creative Suite preferred.
- Knowledge of opera and the performing arts is a plus.

DESIRED ATTRIBUTES:

- Professional attitude, highly motivated, and accountable.
- Able to think creatively, strategically, and proactively.
- Excellent organizational skills, ability 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.
- Flexible and collegial, with a collaborative approach to assignments.

SPECIAL REQUIREMENTS:

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

CONTACT

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with "Individual Giving Coordinator" in the subject line. No phone calls, please.