Individual Giving Officer

Seattle Opera is accepting applications for the position of Individual Giving Officer. This is a full time, exempt, position reporting 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.

Scope and Principal Accountabilities

This position is responsible for identification, cultivation, solicitation, and stewardship of individual donors and prospective donors giving $5,000 and more on an annual basis. The Individual Giving Officer works collaboratively with and in support of volunteers, company leadership, and other Development staff to effectively manage and grow donor relationships.

Primary duties:

• Manage a relationship portfolio of approximately 110-125 donor households, including qualifying potential major donors.
  ○ Create multi-year, customized engagement and solicitation plans for each donor 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 the Stewardship and Events Team to ensure benefit/recognition fulfillment and excellent donor service.

• 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 in person and online (e.g. donor lounge, McCaw Hall, annual gala, dinners and receptions) to cultivate prospects and steward donor relationships as required.

- Serve as an ambassador of Seattle Opera at internal and external events.

- Holistically support all areas of department strategy including but not limited to Annual Giving, fundraising events (Big Opera Party), planned and legacy giving, and capital funding.

- Perform other duties as assigned and needed to successfully achieve Development goals.

**Qualifications**
Undergraduate degree or equivalent work experience required. Three to five years of successful experience in fundraising and working with major donors. Outstanding written and verbal communication skills. Donor communication experience preferred. CRM proficiency required and Tessitura experience preferred. Interest in opera and the arts and culture sector required.

**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**
Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance, as well as subsidized parking or transit pass. Pay range for this position is $66,000 - $73,000 DOE.

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