

# SEATTLE OPERA.

## **INSTITUTIONAL GIVING COORDINATOR**

Seattle Opera is accepting applications for the position of Institutional Giving Coordinator. This is a full-time, non-exempt position within the Development Department that reports to the Institutional Giving Officer.

## **SCOPE AND PRINCIPAL ACCOUNTABILITY**

The Institutional Giving Coordinator is responsible for supporting existing and new Institutional donor and sponsor relationships through administrative tasks and proposal writing. Institutional Giving at Seattle Opera includes corporate, foundation, government, and other organizational partners.

## **PRIMARY DUTIES:**

### **CORPORATE RELATIONS**

- Create, customize, and submit sponsorship proposals and reports.
- In partnership with the Institutional Giving Officer and committee members, support corporate sponsorship goals for the annual Big Opera Party.
- Ensure corporate benefits are fulfilled and assist with the coordination of sponsorship events, activations, and receptions.

### **FOUNDATION, GOVERNMENT AND OTHER ORGANIZATIONS**

- Prepare letters of intent, grant proposals, and reports for government, foundation, and organizational funders over the life the grant process.
- In partnership with Development and Program staff, create and maintain sponsorship materials for mainstage production and youth and community programs.
- Support the Institutional Giving Officer with prospect research, including past grant amounts, funding priorities, and grant cycles.

### **DONOR STEWARDSHIP**

- Assist with donor communications, including invitations to donor events.
- In partnership with Development Operations, review institutional gift entry for accuracy, draft acknowledgement letters, and ensure 48-hour turnaround time once gift has been received.

### **OPERATIONS MANAGEMENT**

- Update budget and forecasts in Tessitura.
- Maintain the Institutional Giving calendar of deadlines and tasks.
- Maintain and organize institutional donor files.

- Track all “steps”, i.e. meetings, emails, proposals, reports, other documents, deadlines, results, and more, in Tessitura.

## **QUALIFICATIONS**

- Bachelor’s degree or equivalent work experience.
- Minimum of 2 years of customer/client-facing experience.
- Outstanding written communication skills.
- Experience with customer relationship management systems (knowledge of Tessitura is a plus).
- Proficiency in Microsoft Word, Excel and Outlook.

## **DESIRED ATTRIBUTES**

- You can easily shape an interesting fact into a compelling story.
- You have a professional attitude and a sense of humor.
- You are highly motivated and accountable.
- You understand that details matter!
- You think creatively, strategically, and proactively.
- People who know you are envious of your excellent organization skills, ability to plan ahead, meet deadlines and goals while simultaneously managing multiple projects.
- You have a collegial approach to assignments (you don’t have all the answers, but you know where to go to find them) and you are able to perform well under pressure, with excellent interpersonal skills and the ability to interact with a variety of people including donors and volunteers.

## **COMPENSATION**

- Salary Range \$20-23/hour, DOE.
- Seattle Opera offers a generous benefit package including medical, dental, and 403b retirement plan, as well as parking/transit benefits.

## **CONTACT**

- Candidates are invited to submit a cover letter and resume by email to [jobs@seattleopera.org](mailto:jobs@seattleopera.org) with “Institutional Giving Coordinator” in the subject line. No phone calls, please.
-