

# PALM BEACH OPERA

***Palm Beach Opera is committed to diversity, equity, and inclusion in all facets of the organization, and is an equal opportunity employer that does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, military service and veteran status, or genetic information.***

## **Major Gifts Officer**

The Major Gifts Officer is a key member of the Advancement Team, and is responsible for developing strategies and managing the cultivation, stewardship, and solicitation of individuals who primarily give, or have the potential to give, \$10,000 and above annually. This position reports to the Director of Development, and works in close collaboration with the General and Artistic Director, Board members, and all members of the Advancement team.

## **Essential Duties and Responsibilities**

### **PRIMARY FUNCTIONS**

- Develops and implements effective fundraising strategies for donors at the \$10,000 and above level, including working with the Director of Development and General & Artistic Director to create strategies for identification; and working with remaining Development team members to cultivate and steward supporters, as well as solicit gifts.
- Retains and increases giving support of current major donors, while also increasing the number of supporters giving \$10,000 and above.
- With the Director of Development and General & Artistic Director, seeks to further diversify the company's donor base.
- Determines and maintains accurate gift forecasting for each assigned individual, along with the Director of Development and the General & Artistic Director.
- Matches donor's capacity and interest with appropriate Opera programs and priorities for multi-year annual gifts, signature projects, and planned giving / endowment needs.
- Works closely with department staff and key volunteers to identify new prospects for annual and planned giving funding.
- Provides a high level of donor cultivation, solicitation, and stewardship.
- Creates monthly reports with Development team that accurately reflect donor support matched against budgeted goals.
- Collaborates with Director of Development and General & Artistic Director to set annual, quarterly, and monthly performance goals. Meets or exceeds ambitious revenue goals
- Attends all company performances and events to cultivate prospects and steward donor relationships.
- Partners with staff, volunteer leadership, and appropriate resources as needed to meet department objectives.

### **SECONDARY FUNCTIONS**

- Provides concierge services to patrons, resolving issues and satisfying donor's needs, including event or ticketing needs, etc.
- Partners with the Advancement Manager to provide direction and guidance for donor recognition, correspondence, and gift fund stewardship as well as to ensure donors are recognized and acknowledged properly.
- Partners with Special Events Consultant to facilitate events and cultivation opportunities.
- Works with the Advancement Manager to maintain accurate and up-to-date records of donor contacts and ongoing communication with current leadership donors and prospects via database and hard file notations.
- Performs other job-related duties as assigned.

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job.*

## **New Hire Qualifications**

### **Experience/Education**

- 5-7 years of fundraising experience, preferably in not-for-profit development, including proven success in face-to-face solicitation of major donors with an outstanding record in closing major gifts. A strategic perspective towards fundraising paired with strong analytical skills is highly desirable.
- Proven track record of matching the interests of donors with the needs of the company, while building trusting relationships that result in 5-6 figure gifts.
- Ability to exercise exceptional judgement when working with high-level donors, board members, and artists.
- Knowledge of, and experience with, principles and practices of fundraising, ticketing, and patron services.
- Knowledge of opera, music, and/or the performing arts are a plus.
- Bachelor's degree from an accredited college or university (preferred), or equivalent work experience.

### **Interpersonal Skills**

- A dependable, enthusiastic, extremely detail-oriented multitasker with a "whatever it takes" attitude.
- Exemplary diplomacy, problem-solving, and teamwork skills.
- Ability to discern what excites patrons to want to support our organization.
- Creative team player with customer service mindset, collaborative spirit, and ability to establish working relationships and interact effectively with a wide range of people internally and externally.
- The ability to work effectively with volunteer leadership and senior staff, involving them, as appropriate, in the cultivation and solicitation process for major donors.
- Ability to nurture relationships with supporters.
- Willingness to take initiative, work independently, keep a positive attitude, and maintain a professional demeanor.
- Must maintain a high level of confidentiality.

### **Business/Computer Skills**

- Adept at problem-solving, critical thinking, and using judgment in situations that require sensitivity and tact.
- Proficient in business writing, procedures, and correspondence.
- Excellent organizational and time management skills
- Must be able to set priorities, coordinate multiple projects simultaneously, and meet firm deadlines.
- Effective presentation of information, with excellent written and verbal communication skills, with demonstrated ability to motivate and inspire through the written word.
- Ability to work in a high volume, deadline-driven environment.
- Experience working with PatronManager CRM and/or other fundraising databases.
- Intermediate to advanced computer skills: experience in a Windows environment utilizing Word (experience with Mail Merge required), Excel, Outlook and PowerPoint.

### **Hours of Work**

- The Major Gifts Officer is a full-time exempt position and is required to attend events and performances, and be present after hours during the Opera Season (typically November – April).

Please forward your salary requirements, along with your cover letter and résumé **in pdf format** to: [pbohr@pbopera.org](mailto:pbohr@pbopera.org).