

Job Title: Philanthropy Officer V

Department: Philanthropy

Reports to: Associate Director of Philanthropy

Salary Range: \$50,000- \$60,000

Classification: Fulltime, Exempt

SUMMARY

The Philanthropy Officer V will be a key member of HGO's Individual Giving team, responsible for cultivating an active portfolio of approximately 200 individual donors, with annual gifts ranging from \$1,000 to \$10,000. This position will develop unique touchpoints to steward these donors, promptly acknowledge their annual gifts, report on their impact, and solicit for renewed and increased support each season. HGO places a strong emphasis on retaining and expanding its current donor base. As such, this position will actively engage current donors to bring new supporters to HGO from their personal and professional networks.

This position will work closely with the Associate Director of Philanthropy in managing the activities of the Young Patrons Circle and Young Trustee donor groups, along with the Young Patrons Committee that serves them. Additionally, this position will work closely with the Director of Annual Giving to renew entry-level supporters outside of active portfolio management and make regular thank you calls to these donors, to help ensure their continued support of HGO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively manage a portfolio of approximately 200 annual donors to Houston Grand Opera
- Manage the activities of Young Patrons Circle and Young Trustees, and Young Patrons Committee
- Manage end-of-fiscal year renewal process to maximize donor retention
- Renewals and thank you calls for all qualified donors
- Identify high-capacity suspects for further qualification by the Individual Giving Team
- Assist the Philanthropy team in staffing special events and performances, as required

ESSENTIAL JOB REQUIREMENTS:

Bachelor's degree from an accredited college or university. Two years of non-profit fundraising experience required, preferably with portfolio management and solicitation experience. Knowledge of principles of fund raising and sales techniques. Experience with Microsoft Office, specifically Microsoft Excel and relevant fundraising software, preferably Tessitura, is desired.

SPECIAL JOB CHARACTERISTICS:

This position requires excellent written and verbal communication and project management skills. We are looking for someone with the ability to make donors feel as special as they really are. Be creative. Think outside the box. Demonstrate the ability to maintain a positive attitude while working collaboratively with a diverse range of talented colleagues. Ability to maintain confidentiality. Evening and weekend work hours required. Enthusiastic belief in the mission of Houston Grand Opera. While a specific knowledge of opera is desired, active curiosity and an eagerness to learn about this magical art form can be sufficient.

To apply for this position, please visit Houston Grand Opera's job board at www.houstongrandopera.org/work.

RESUMES ACCEPTED UNTIL FILLED

Houston Grand Opera is an Equal Opportunity Employer. Candidates for employment are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job related disability, or marital status.