

## JOB DESCRIPTION

**JOB TITLE:** MAJOR GIFTS OFFICER

**REPORTS TO:** DIRECTOR OF DEVELOPMENT

**DEPARTMENT:** DEVELOPMENT

**FLSA CODE:** EXEMPT

**PAY TYPE:** SALARIED

**STATUS:** FULL TIME

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### JOB PURPOSE

The Major Gifts Officer works closely with the Director of Development for the strategic development and implementation of a comprehensive fundraising plan for the moves management of current donors and prospects.

The Major Gifts Officer is responsible for a portfolio of individual major donors and prospects with focus on annual gifts of \$5,000 to \$15,000 and above. Serves alongside a Development team charged with raising in excess of \$6 million annually to support the Annual Fund, Special Events, and the Capital Campaign.

### DUTIES AND RESPONSIBILITIES

- Using the Plans Module in Tessitura, develop an annual solicitation plan for a targeted portfolio (125-150 households) of donors.
- Cultivate, solicit and steward relationships within your focused portfolio of existing major donors.
- Participate in the screening process of major donor prospects and engage these select leads to identify, qualify and cultivate new major donors.
- Advance current and prospective donor relationships through personal contact including but not limited to:
  - Breakfasts, lunches, dinners, one-on-one donor meetings, etc.
  - Pre-show and post-show social hours
  - Regular contact via calls, emails, letters, notes, etc.
- Attend the annual Gala and participate in executing duties as assigned/requested from the Special Events staff and contracted vendors.
- Attend all major stewardship events and receptions as relevant to your active and prospect portfolios.
- Serve as senior development staff on duty while in-show.
- Participate in developing fundraising strategy, as requested and directed by leadership.
- Attend meetings of the Board of Directors as needed.
- Manage budget for areas of responsibilities.
- Complete all associated administrative duties such as tracking of activity in Tessitura; creation of meeting plans; regular communication with supervisor.
- Complete other duties as assigned by supervisor and Executive Director.

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### **QUALIFICATIONS**

- Minimum of three to five years of development experience required. Experience in performing arts is preferred.
- Experience working in Tessitura.
- Fundraising background, strong knowledge of grant writing and basic event management.
- Excellent written, verbal and interpersonal communication skills.
- Ability to solve problems with creativity and efficiency.
- Excellent planning and organizational skills.
- Ability to work a flexible schedule including, evenings and weekends as needed.
- Ability to perform prospect research and identify new donors.
- Ability to listen effectively to assist staff and volunteers in identifying and resolving challenges.
- Ability to work in a fast-paced environment and maintain a sound perspective, essential for maintaining healthy relationships with co-workers.
- Flexibility to work a varied schedule, including evenings and weekends.
- Knowledge of Windows products, including Word and Excel.
- Exemplary attention to detail and accuracy.
- Ability to maintain confidentiality.
- Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.

Estimated salary range \$55,000 - \$70,000

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