



SENIOR GIVING MANAGER - LEADERSHIP GIVING & EVENTS POSITION DESCRIPTION

Position Concept: The Senior Giving Manager for Leadership Giving & Events is responsible for growing the Camerata Circle membership of donors of \$2,500 or more. This position is directly responsible for the identification, cultivation and solicitation of all individual donors of \$2,500 to \$10,000+. This staff position personally manages a portfolio of individual donors and some individual/family foundations. They also lead Board members in their cultivation and solicitation efforts. The Leadership Giving & Events Manager oversees all cultivation and solicitation events and activities for the Camerata Circle. They also serve as the primary staff leader for the Opera's fundraising gala and in support of the Portland Opera Guild's annual fundraising event.

Reports to: Peter Bilotta, Director of Development

Position Responsibilities:

- Personally manage the cultivation and solicitation of a portfolio of Camerata Circle prospects and members identified for new membership or upgrading to increased levels of giving.
- Grow the Camerata Circle through ongoing research, identification, cultivation and solicitation of individual donors who are Camerata Circle members giving \$2,500 to \$10,000+.
- Secure the renewal of current Camerata members through the planning and execution of integrated stewardship activities, benefits and recognition.
- Lead the Camerata Committee in their efforts to cultivate and solicit new Camerata Circle members, and the Opera Gala Committee.
- Lead the Board of Directors and other key volunteers in direct fundraising activities, including the identification, cultivation and solicitation of gifts from their list of prospects, and by providing them with necessary training, guidance, information and support to succeed.
- Work in close partnership with the Legacy and Endowment Giving Manager, Director of Development, General Director, Board members, and other staff to identify individuals with the capacity to make annual gifts of \$10,000 or more, as well as individuals who are prospects for capital, planned and endowment gifts.
- Lead the development and execution of the Opera's annual fundraising gala, annual Camerata appreciation event and all other events and activities for the cultivation and solicitation of Camerata Circle members.
- Oversee the cultivation and solicitation of some family foundations controlled by living donors.
- Coordinate the messaging and production of development materials and publications focused on donor education, cultivation and solicitation, including those included in marketing materials and publications.
- Provide leadership and guidance to the Portland Opera Guild and their fundraising activities to maximize their financial support for Portland Opera.
- Other responsibilities as assigned by the Director of Development and the General Director.



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JOB CONDITIONS

General: The Senior Giving Manager – Leadership Giving & Events is responsible for overseeing all giving from individual donors from \$2,500 to \$10,000+, key family foundations, events related to cultivating and soliciting these donors and the Opera’s annual fundraising Gala. They also serve as the primary staff leader for the Portland Opera Guild in their fundraising projects to support the Opera.

The person in this position spends a significant portion of their time out of the office on external appointments with donors, prospects, board members and community leaders, as well as at Portland Opera activities and other community events/meetings.

This position also requires extensive office work including creating and maintaining paper and computer files and communicating using e-mail and telephone. Roughly 60% of time in the office is spent working at a computer workstation or on the telephone. The workspace is lit with fluorescent lighting and natural lighting. The Manager’s office, computer workstation, desk and other equipment are not shared and can be adjusted to make them more ergonomically comfortable.

The Leadership Giving & Events Manager is an exempt position which will require work outside of the standard 37.5 hour work week, including extended hours, evenings and weekends as required by Opera and Broadway performances, events and particular project work load.

Equipment Used: In addition to a computer workstation and telephone, the Leadership Giving & Events Manager uses copy machine, fax machine and printers to perform duties. Use of other office tools may occasionally be required.

Physical Demands: This position requires extended periods of sitting and standing. Some concentrated data entry using computer keyboard and mouse is required. Phone work is intermittent and usually not for prolonged periods of the workday. Occasional lifting tasks are required and are limited to 40 pounds or less without assistance.