



## POSITION DESCRIPTION

**Position:** SENIOR GIVING MANAGER  
**Status:** Fulltime Regular Exempt  
**Reports to:** Director of Communications and Development  
**Supervises:** Individual Giving Manager  
Financial Administrative Assistant  
Foundation Grantwriter (*part-time or contracted*)  
**Normal Hours:** 8:30 a.m. – 5:00 p.m. Monday - Friday  
Occasional evenings and weekends will be required

The Senior Giving Manager plays a key leadership role in Portland Opera’s development team and 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 foundations and also leads Board members in their cultivation and solicitation efforts. The Senior Giving Manager oversees all cultivation and solicitation events and activities for the *Camerata Circle*, is the primary staff leader for the Opera’s fundraising gala, and provides support to the Portland Opera Guild’s annual fundraising event.

### 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 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 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 Department Director, 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 planning 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 major donors
- Oversee the cultivation and solicitation of family and private foundations, including any grantwriting work performed by part-time or contracted staff

- Coordinate the messaging and production of development materials and publications focused on donor education, cultivation and solicitation, including 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 Communications & Development and the General Director

### **SKILLS and EXPERIENCE**

- Bachelor's degree or equivalent
- Minimum of five (5) years of experience in nonprofit development and events
- A record of proven success in soliciting significant individual gifts of \$1,000 and above and successful stewardship of donor relationships leading to larger gifts
- Experience in creating high quality written proposals for foundations and government support
- Excellent interpersonal, verbal and written communication and organizational skills are required
- Positive, creative, outgoing with a strong collaborative, team-oriented attitude.
- Intermediate fluency in Microsoft Word and Excel, as well as other standard office applications
- Ability to work occasional evenings and/or weekends

#### **Helpful**

- Knowledge of Portland's and Oregon's individual, foundation and government funding communities
- Experience with relational databases, particularly donor management systems such as Raiser's Edge, Tessitura, or Archtics
- Experience and/or interest in Opera and the performing arts a plus

### **JOB CONDITIONS**

The Senior Giving Manager's duties require that a significant portion of the workday be spent outside 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. Driving a personal vehicle to and from these meetings is generally required. This position requires work outside of the standard business hours, including those required by Opera and Broadway performances, events, and project deadlines.

While in the office, the Senior Giving Manager spends about 50% of the time working at a computer workstation—primarily writing funding proposals or reports. Focused data entry for prolonged periods of time is not required. Approximately 10% of the workday is spent on the telephone. Other office duties include attending meetings, printing and distributing related materials, and related tasks. The workspace is lit with a combination of fluorescent lighting and natural light. The computer workstation, telephone, desk, and other equipment are not shared and can be adjusted for optimum ergonomic comfort.

**Equipment Used:** In addition to a computer workstation and telephone, the Senior Giving Manager uses multi-function devices to copy, print, scan and fax to perform duties. Use of other office tools may occasionally be required.

**Physical Demands:** Concentrated and extended use of computer keyboard and mouse is occasionally required. Phone work is intermittent and usually not for prolonged periods of the workday. Lifting tasks are sometimes required and are limited to 25 pounds or less without assistance. This position requires extended periods of sitting and standing, particularly at events.