



## **INSTITUTIONAL GIVING OFFICER**

### **Position Description**

Reporting to the Director of Development and a key member of the Development Department, the Institutional Giving Officer is an enthusiastic relationship builder dedicated to foundation, government, and corporate giving to support and advance The Dallas Opera's wide array of programmatic, educational, and strategic initiatives. The primary manager for all institutional relationships and principal grant writer, the Institutional Giving Officer is responsible for a portfolio of current and prospective institutional funders with a strategic focus on securing new and increased support for established programs as well as TDO's newest initiatives including thedallasopera.TV and other digital offerings.

### **Responsibilities**

- Develop institutional fundraising strategies in partnership with the Director of Development and other Advancement and TDO staff
- Manage a portfolio of current and prospective institutional funders, with a strategic focus on portfolio acquisition to meet or exceed yearly institutional revenue goals
- Expand the institutional portfolio through prospect identification, research, and strategic cultivation, communication, and solicitation
- Fulfill all sponsorship and grant requirements from proposal preparation and submission through final reports, including funder recognition
- Establish and maintain relationships with foundation program officers, business and community leaders, corporate giving managers, and government officials to build increasing levels of engagement and support
- Work collaboratively with key TDO staff (artistic, education, finance, marketing, and others as needed) to develop, plan, and create program descriptions, project budgets, and other materials needed for letters of inquiry, presentations, and grant proposals
- Manage a corporate, foundation, and government grants calendar to ensure timely tracking of due dates, submission and reporting details, and funders' responses
- Maintain up to date and accurate solicitation records, research documents, and notes in the appropriate Tessitura accounts

- Collaborate with the Director of Development to set annual, quarterly, and monthly institutional performance goals
- Attend TDO performances and work development events to cultivate prospects and steward donor relationships as needed
- Participate in appropriate professional organizations as approved
- Attend and actively participate in all team meetings and meetings with direct supervisor as required
- Other duties as requested

### **Candidate Qualities**

#### **Traits and Characteristics**

- Leadership, strategic focus, creativity, and accountability
- Aptitude for multitasking, prioritizing, attention to detail, and managing time in a fast-paced environment which often presents competing priorities
- Strong interpersonal skills
- Must be able to handle sensitive, confidential information with discretion and professionalism
- A self-starter, goal driven to initiate donor visits and fundraising calls
- Strong project management and organizational skills; accepts responsibility for quality, accuracy, and timeliness of assignments
- Creative team player with customer service mindset, collaborative spirit, and proven ability to build productive working relationships internally and externally

#### **Skills and Knowledge**

- Three to five years of related fundraising experience with demonstrated success in securing funding from corporate, foundation, and government sources
- Knowledge of fundraising principles and the funding process for institutional funders
- Experience building relationships with community, business, foundation, and government leaders
- Excellent written and verbal communication skills, with demonstrated ability to motivate and inspire through the written word
- Working knowledge of foundation and government research resources
- Strong analytical skills, particularly with comprehending and building project budgets
- Ability to exercise exceptional judgment working with high-level donors, board members, and artists

- Proficiency in Microsoft Office products (Word, Excel, PowerPoint) and collaborating in a Microsoft 365 environment. Experience with donor databases, particularly Tessitura, is a plus
- Knowledge of opera and/or performing arts preferred

### **Other Considerations**

<b>Compensation</b>	Competitive salary Benefits include health, vision, and dental insurance, vacation time, no-cost parking, 403(b) with employer match, and professional development opportunities to increase knowledge-base and employee retention
<b>Education</b>	Bachelor's degree preferred
<b>Location</b>	Dallas, Texas
<b>Website</b>	dallasopera.org
<b>Travel</b>	Occasional

The Dallas Opera values diversity in the workplace and is committed to creating an equitable and inclusive work environment where employees are treated with dignity and respect. The Dallas Opera is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. This position will remain open until a diverse and qualified pool of candidates has been identified. Applications from populations underrepresented in the arts are strongly encouraged to apply.

To apply, please send a cover letter no longer than two pages and resume to [recruitment@dallasopera.org](mailto:recruitment@dallasopera.org), using the subject line "Institutional Giving Officer." Please send Word or PDF file only.

No phone calls please.