Individual Giving Officer

Responsibilities

Reporting to the Senior Donor Engagement Officer, the Individual Giving Officer is responsible for leading and advancing the Inner Circle ($3,000 - $14,999) tier of The Dallas Opera's Individual Giving Program. Responsibilities include collaborating closely with other members of the Development Team to create donor stewardship plans, inspiring donors and donor prospects to experience and more deeply understand the impact of their Dallas Opera giving.

Specific duties include:

• Manage, lead, and advance donor giving at the Inner Circle ($3,000 - $14,999) level, including stewardship of approximately 100 donors.
• Create an Inner Circle fundraising plan and implement it throughout the fiscal year.
• Achieve the financial annual goals set for the Inner Circle and manage budget items as appropriate.
• Plan and implement a multi-channel Inner Circle Program using best practices and new ideas. Channels include direct mail, email, outbound calling programs, social media, and personal outreach, with a focus on donor retention and increasing annual gift amounts.
• Qualify Inner Circle donors to move to major gifts. Work with the Senior Donor Engagement Officer to facilitate a smooth transition for increased giving from qualified donors.
• Serve as Inner Circle liaison, including monitoring the Inner Circle Concierge phone line.
• Regularly update Tessitura with individual donor communications and new information about donors and donor prospects.
• Collaborate with Events Coordinator to plan Inner Circle event benefits.
• Seek to diversify TDO’s donor base and intentionally work to make sure fundraising efforts progress The Dallas Opera’s commitment to equity and belonging.
• Other duties as requested.

Candidate Qualities

Traits and Characteristics

• Three years minimum frontline fundraising experience with a proven track record of success
• Detail oriented, organized, and accurate
• Excellent writing and editing skills
• Aptitude for multitasking, prioritizing, attention to detail, and managing time in a fast-paced environment which often presents competing priorities
• Strong project management and organizational skills; accepts responsibility for quality, accuracy, and timeliness of assignments
• Strong interpersonal skills
• Must be able to handle sensitive, confidential information with discretion and professionalism
• Creative team player with customer service mindset, collaborative spirit, and proven ability to build productive working relationships internally and externally
• Knowledge of the art form and an understanding of, or willingness to learn about, the Texas performing arts landscape
• Proficiency in Microsoft Office products (Word, Excel, PowerPoint), and collaborating in a Microsoft 365 environment
• Knowledge of Tessitura preferred
• Ability to work nights and weekends during performance season

**Other Considerations**

**Compensation**
- Competitive salary
  - Benefits include health, vision, and dental insurance, vacation time, no-cost parking, and professional development opportunities to increase knowledge base and employee retention

**Education**
- Bachelor’s degree required

**Location**
- Dallas, Texas

**Website**
- dallasopera.org

**Travel**
- None

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, using the subject line “Individual Giving Officer.” Please send Word or PDF file only.

No phone calls please.