

Senior Giving Officer Position Description

Overview

The Dallas Opera is a world-class performing arts organization producing outstanding mainstage and chamber opera repertoire; attracting national and international attention; committed to extensive community outreach and education; and managed to the highest possible standard of artistic excellence, accountability, efficiency and financial sustainability.

During the last three years, The Dallas Opera executed a successful \$25M+ campaign designed to raise new gifts and increase annual giving. When the campaign wraps in June 2024, TDO's annual fund will have reached \$9M and be poised for growth. The Senior Giving Officer position will be instrumental to continue growing TDO's annual fund to a sustainable \$10M+ to support operations.

Responsibilities

Reporting to the Director of Development, the Senior Giving Officer is responsible for leading and advancing membership and fundraising for two key individual giving membership constituencies: Inner Circle (\$3,000 - \$25,000 gifts) and Orpheus Legacy Society (planned giving). The Senior Giving Officer is responsible for cultivating and closing \$1M+ in annual gifts and securing future annual gifts. The biggest growth potential for the annual fund and other organizational revenue is with major annual gifts (\$25,000+), Inner Circle memberships and the Orpheus Legacy Society.

The Senior Giving Officer will manage the Individual Giving Manager who supports giving and renewals for Inner Circle and Friends memberships.

Responsibilities include growing Inner Circle and Orpheus Legacy Society memberships; fostering meaningful donor relationships through individual and event cultivation efforts; retaining and increasing philanthropic support; and leading efforts to fill pipeline with new membership prospects.

Specific duties include:

- Serve as a senior leader of the fundraising team, providing input to Director of Development on overall annual fund plan and calendar of donor engagement activities
- Serve as public face and staff leader of Inner Circle and Orpheus Legacy Society, providing leadership guidance to Director of Development to maximize annual calendar to grow memberships and giving
- Manage Individual Giving Manager, providing oversight of goals, membership renewal strategy and mentorship for fundraising growth
- Achieve annual giving and membership goals for Inner Circle and Orpheus Legacy Society
- Lead efforts to plan and implement multi-channel Inner Circle communication plan that uses best practices and new ideas to retain and increase donor giving; channels include direct mail, email, outbound calling, and personalized outreach
- Utilize prospect research to identify and qualify new Inner Circle and Orpheus Legacy Society donors
- Manage donor portfolio – moves management, goals and closing gifts and new memberships
- Regularly update database with donor interactions and research notes

- Collaborate with Events Coordinator to plan Inner Circle and Orpheus Legacy Society events
- Work nights and weekends during performance season and for other TDO events
- Seek to diversify TDO's donor base and intentionally work to ensure fundraising efforts progress The Dallas Opera's commitment to equity and belonging
- Other duties as requested

Candidate Qualities, Traits and Characteristics

- Five years+ frontline fundraising experience with a proven track record of success
- Demonstrated individual and membership giving; fundraising staff management experience
- Planned giving experience is preferred
- 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
- Ability 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 opera, music and/or performing arts is preferred
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint), and collaborating in a Microsoft 365 environment
- Knowledge of Tessitura preferred

Other Considerations

Compensation	Salary commensurate with experience, starting at \$110,000 Benefits include health, vision, and dental insurance, PTO, 403(b) retirement plan with match, no-cost parking, family leave, and professional development opportunities
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. Applications from populations underrepresented in the arts are strongly encouraged to apply.

To apply, please send a cover letter and resume to recruitment@dallasopera.org, using the subject line "Senior Giving Officer." Please send Word or PDF file only. No phone calls please.