Major Gifts Officer
Job Description

The Major Gifts Officer position is a key member of the Development Department’s team at Michigan Opera Theatre (MOT) and will be responsible for the identification, cultivation, solicitation and stewardship of current and prospective donors. The Major Gifts Officer position provides opportunity for a motivated and experienced Development professional to impact strategy and growth for MOT. This position demands both strategic vision and a hands-on approach, requiring comprehensive knowledge of Development and a firm grasp of best nonprofit practices.

This position reports to the Director of Development and works closely with the President & CEO, the Artistic Director, and other organizational leaders.

Specific Responsibilities and Duties:

- In partnership with board and staff leadership, support MOT-adopted strategies for annual giving and capital campaigns
- Develop and manage a portfolio of approximately 100 – 125 qualified major individual gift prospects with the goal of securing investments in the capital campaign and artistic initiatives, as well as maintaining and increasing supports for the annual fund
- Serves as the primary staff manager for the solicitation and stewardship of the DiChiera Society – an annual portfolio of donors that support MOT at the $2,500+ level.
- Build and facilitate plans to cultivate existing donors and prospects with the goal to open new opportunities for funding and to deepen existing relationships
- Help recruit, train, coach, motivate and manage volunteer leadership to engage in solicitations and other cultivation/stewardship activities
- Attend meetings of board committees and other relevant working groups and meetings as assigned
- Prepare an annual Work Plan, aligned with financial targets, as well as professional goals and objectives
- Maintain detailed, comprehensive and accurate records of contacts with all prospects and donors
- Participate in all events of the Development Department including donor stewardship events, the Herman Frankel and Barbara Frankel Donor Lounge shifts, board engagement and other key fundraising events throughout the year.
- Other duties as assigned.

Competencies:

- Strong leadership skills with a proven track record for meeting goals and objectives
- Motivated to network socially and have a call and passion for building relationships with those in decision making positions
- High energy with a positive attitude and the ability to provide superior donor service
- Dynamic self-starter who can think strategically and provide solutions
- Strong analytical skills, action-oriented, decisive, accurate and timely
- Sensitive to the needs of individuals and able to maneuver within multiple departments
- Ability to work well under pressure; persistence, perseverance, tenacity, integrity and patience
- Strategist that is motivated by deadlines and measurable outcomes

Position Qualifications:

- Five to seven years of Development experience, with increasing levels of responsibility and achievement in executing a successful fundraising program
- Demonstrated experience in personal solicitations of gifts $10,000+
• Strong history of fundraising results
• Ability to work easily and effectively with volunteers and staff
• Experience working with a donor database like Tessitura or Raiser’s Edge is a plus
• Bachelor’s degree required

Position Reports to: Director of Development

Classification status: Full-Time, Exempt

Last updated: 03/02/2021

Application Process:
To apply for this position in confidence, please send resume and cover letter to: employment@motopera.org. Applications may be addressed to Mr. Zach Suchanek, H.R. Assistant.

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