



JOB TITLE: Individual Giving Manager (Full-time, Exempt)

DEPARTMENT: Development

SUPERVISOR: Chief Advancement Officer

Job Summary

The FGO Individual Giving Manager is a member of FGO fundraising team. The Individual Giving Manager will steward a portfolio of donors and new prospects. This position will identify, cultivate, and solicit individuals through ongoing personal contact, with strong emphasis on in-person meetings and cultivation events. The Individual Giving Manager will share in the financial goal of the Major Gifts and be responsible for generating revenue from different revenue channels such as cash, gifts of stock and deferred gifts.

Essential Duties & Responsibilities

- Responsible for soliciting individual gifts
- Accomplish the quantitative and qualitative goals established for the position each fiscal year.
- Participate in all aspects of the gift cycle
- Initiate contact with major donors
- Develop appropriate cultivation strategies
- Move potential donors in an appropriate and timely fashion toward solicitation and closure
- Appropriately steward donors and donations using recognition program and CRM system
- Utilize moves management strategies for prospects
- Develop highly personalized donor communications including proposals, stewardship reports, and general program updates
- Utilize wealth screening information, other research, and networks of existing donors to identify prospective major donors
- Travel to meet with existing and prospective donors
- Other related duties, as assigned

Knowledge, Skills & Abilities

- Strong business acumen with the ability to monitor, compile and analyze data to guide decisions.
- Demonstrated fund raising results.
- Exhibited Opera and/or arts experience.
- Ability to work a varied schedule including nights and weekends.
- Highly effective interpersonal skills with the ability to communicate with diverse personalities in a tactful, mature, and professional manner.
- Excellent verbal and written communication skills.
- Ability to work independently, exercise confidentiality, and good judgment
- Excellent listening skills.
- Excellent organizational and time management skills with a strong attention to detail and ability to prioritize, delegate, and ensure that deadlines are met.
- Ability to remain flexible and work within a collaborative and fast-paced environment.
- Proficient in a range of software including Tessitura, IWave and Microsoft Office programs including Word, Excel, Outlook, and PowerPoint.

How to apply:

Please send resume, cover letter, and three professional references to vkendall@fgo.org.

Application deadline:

Application review begins immediately; applications will be accepted until position is filled.

Florida Grand Opera cultivates a work environment that encourages fairness and respect among all employees. We are committed to maintaining a work atmosphere in which people of diverse backgrounds may grow personally and professionally. We are an equal opportunity employer. We will not discriminate against an employee or applicant because of race, religion, gender, national origin, ethnicity, age, physical disabilities, sexual orientation, gender identity or expression, marital status, or veteran status in hiring. Opportunity is provided to all employees based on qualifications and job requirements.