



**Director of Individual Giving**  
(Full-time, Exempt)

**RESPONSIBILITIES:** The Director of Individual Giving is responsible for the strategic direction, design, implementation and management of all individual giving activities at Florida Grand Opera (FGO), including the identification, cultivation, solicitation, recognition and stewardship of all donors. Responsibilities include, but are not limited to:

- Directing all activities of the \$3 million individual giving program, effectively engaging Board of Directors and Affiliate Group members as needed.
- With Director of External Relations and the Annual Giving, Corporate, Individual Giving and Grants Managers, developing individual giving strategies that will help ensure that FGO's unrestricted general operating, endowment, capital, and special project/program funding priorities are met.
- Supervising the Individual Giving Manager.
- Directly cultivating, soliciting and serving as the key relationship manager for a donor and prospect portfolio consisting of 50-100 individuals capable of making annual gifts at the \$10K level and above and planned gifts at all levels, principally, but not exclusively, in Miami-Dade County.
- Serving as the principal liaison to the Guild of Florida Grand Opera.
- Collaborating with and supporting the Director of External Relations in the development of events designed to cultivate, steward or recognize donors and prospects.
- Maintaining timely records of activity and important contacts and other relevant patron and prospect information in Tessitura.
- Attending performances, rehearsals and other special events, including those during the evenings and on weekends, as appropriate.
- Participating in appropriate professional organizations, as approved.
- Performing other duties as assigned.

**QUALIFICATIONS:** Bachelor's degree. Interest and/or background in the performing arts, preferably opera. Knowledge of and experience with the South Florida philanthropic community desired. Collaborative team player who interacts successfully with colleagues to develop organizational goals. Minimum seven years development experience with major and planned gifts with a proven track record of closing commitments of \$50,000 or more, preferably six figures and more. Excellent social, interpersonal, and relationship-building skills. Experience working with high-level decision makers, trustees, and other volunteers. Excellent verbal/written communication and presentation skills. Knowledge of Tessitura and its capacity for solicitation and gift tracking a plus. Knowledge of planned giving concepts and principles. Ability and flexibility to travel and attend performances and other events, as necessary, to achieve goals.

**DEPARTMENT:** Development

**REPORTS TO:** Director of Development

**DIRECT REPORTS:** Individual Giving Manager

**COMPENSATION:** Commensurate with experience

**START DATE:** Immediately

This position is available immediately. Salary is commensurate with experience. Florida Grand Opera is an equal opportunity employer. Qualified and interested candidates should send or fax a cover letter of interest and resume **Human Resource Manager**, Florida Grand Opera, 8390 NW 25<sup>th</sup> Street, Miami, Florida 33122 or via email to [jobs@fgo.org](mailto:jobs@fgo.org) (please have the subject line of the email state Director of Individual Giving).

June 16, 2010