



## Major Gifts Officer

Union Arts Center, home of ACT Contemporary Theatre & Seattle Shakespeare Company, has an exciting opening for a Major Gifts Officer. Union Arts Center (UAC) has launched our inaugural season, which includes both contemporary and classical works. This is a momentous opportunity to join our newly merged organization within a collaborative and creative work environment. We strive to create an inclusive, welcoming, and meaningful work environment for all.

The Major Gifts Officer (MGO) plays a vitally important role in supporting a culture of philanthropy as well as relationship building and management. This position manages a portfolio of prospects, qualified donors and is responsible for building strong, meaningful relationships. The MGO understands and applies complex principles of developing donor strategies. They are responsible for in-person and virtual visits to identify, qualify, cultivate, and steward prospects capable of making significant gifts and direct asks to local and national priorities to meet funding needs. This position reports to the Director of Development and collaborates closely with UAC's leadership, trustees, and other members of the Development team to create and execute effective strategies to expand the major gifts pipeline by initiating and developing relationships with those in a position to be current or future philanthropic partners with UAC.

The salary for this full-time, exempt position is \$90,000 annually. The role is a hybrid position with 3 days per week minimum onsite and in the field building relationships within our community. UAC provides comprehensive benefits, including access to medical insurance, with UAC paying 92% of monthly deductible for the HMO plan, and dental and vision insurance with employee contribution. Long term and life insurance premiums are fully covered by UAC. We offer 11 paid holidays, access to a 403b plan and \$6 downtown Seattle parking and free tickets to UAC productions. PTO begins at 20 days per year and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

Please apply by email your resume and a cover letter outlining your interest in the position and your qualifications at [work@unionartscenter.org](mailto:work@unionartscenter.org). If accommodations may be needed for the application process, please contact [work@unionartscenter.org](mailto:work@unionartscenter.org).

### Roles & Responsibilities include:

- Manage a portfolio of 150+ donors, guiding them through qualification, cultivation, solicitation, and stewardship in alignment with UAC goals
- Meet outreach and personal visit metrics appropriate to portfolio size, including a goal of 2-3 meaningful interactions/personal visits per week; and the execution of plans on a timely basis to ensure donors are retained and upgraded



- Develop positive and meaningful relationships with major donors through personal visits, email and phone outreach, production and event attendance/support. This includes high-touch personal communications and exceptional customer service for each member of the portfolio
- Develop individual cultivation and solicitation plans and goals for each member of their portfolio based on the donor's history of giving and knowledge of donor's potential
- Support the development of solicitation materials, meeting briefings, written proposals and impact reports for use during cultivation, solicitation and stewardship activities
- Document all donor related activity in Tessitura, including contact reports, forecasting, and communication planning
- Collaborate with the Individual Giving Manager and Director of Development to manage the donor pipeline between annual funds, mid-level and major giving programs
- Be actively engaged with the local and national philanthropic and arts/theater community with professional relationships and knowledge of current events and their potential impact on giving
- Will work with program/production, finance, and marketing staff to secure the appropriate project information, including budgets and create donor offers, proposals and asks used to secure gifts
- Participate in intentional learning efforts, including events relating to understanding institutional racism, building cultural competency, and exhibiting a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging

## **Experience & Qualifications**

- Minimum of 3 years in nonprofit fundraising with documented experience working directly with individuals, securing five-figure major gifts
- Demonstrated experience using Tessitura or similar CRM database
- Ability to think strategically and creatively about donor engagement
- Experience, coursework, or other recent and ongoing training in current trends in charitable giving in the areas of capital campaigns, major gifts or planned giving
- Experience in managing and tracking multiple prospects and donors
- Experience working with cross-functional teams, preferably in a mid-sized non-profit
- Ability to design and manage detailed, data-driven fundraising plans, including individualized cultivation, solicitation and recognition plans
- Ability to match an individual's interests, capacity and potential with UAC programs and financial needs
- Demonstrated experience using listening, diplomacy, and tact to build strong relationships and motivate donors and volunteers
- Proven ability to negotiate complex, high profile or sensitive agreements



- Maintain a problem-solving attitude and ability to work collaboratively and successfully with coworkers
- Ability to be a thought partner to leadership, navigating differing opinions skillfully when needed
- Working knowledge of charitable gift planning is a plus
- Occasional evening and weekend work is required, with regular travel within the local area
- Love of the performing arts desired; knowledge of the Seattle philanthropy landscape a plus
- Ability to pass a background check conducted following Fair Chance Employment legal standards

### **Equal Opportunity Employer**

Union Arts Center is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.