



Job Title: Senior Manager of Individual Giving and Partnerships

Reports to: Chief Development Officer

Status: Exempt, Full Time, Regular

Works With: Development Department

Marketing and Communications Department

Job Summary: The Senior Manager of Individual Giving and Partnerships is an integral part of a dynamic and effective fundraising team. This position will work closely with and report to the Chief Development Officer (CDO) and will be responsible for all aspects of the Annual Fund donor campaign, Angel Donor annual campaign, will serve as the Lyric Opera Circle liaison, and will perform development department duties related to donor lists.

Accomplish the objectives of Lyric Opera of Kansas City and the Development Department:

- Support the Company's mission to make Lyric Opera of Kansas City indispensable to the public through transformational opera experiences and broad service which captures the hearts and minds of our communities.
- Strive to create a culture that emphasizes quality, continuous improvement, and high performance.
- Adhere to the Ethics and Principles of the Association of Fundraising Professionals in all development activities.
- Adhere to all tax guidelines for 501(c) 3 organizations in all development activities.
- Understand the objectives of the development department and possess the ability to clearly communicate these objectives.
- Create and foster an environment that encourages donors to participate with the Company through donations, volunteering, auxiliary support or in-kind services.
- Maintain confidentiality of donors.
- Maintain and present a positive attitude with the public, donors and staff.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Annual Fund Donor Campaign (\$1 - \$2,499)

- Will work in collaboration with the CDO to devise strategy to achieve Annual Fund annual revenue goals.
- Successfully execute strategy and annual work plans.
- Manage budget items related to the Annual Fund donor campaign.
- Research, identify and prioritize prospective annual fund donors.
- Provide ongoing stewardship to annual fund donors.
- Plan and execute relationship-building and donor cultivation initiatives including tele funding, direct mail appeals and other events as necessary.
- Prepare solicitation materials and presentations, creating related communications/marketing materials in collaboration with the Marketing and Communications staff.
- Responsible for the planning and implementation of all events related to Annual Fund donors including but not limited to, backstage tours and pre-opera receptions.

Angel Donor Annual Campaign (\$2,500 - \$10,000)

- Will work in collaboration with the CDO to devise strategy to achieve Angel donor annual revenue goals.
- Successfully execute strategy and annual work plans.
- Research, identify and prioritize prospective Angel donors.
- Engage in regular contact with emerging and existing donors.
- Ensure that Angel Donors receive appropriate acknowledgements and benefits.
- Create and prepare solicitation materials, presentations, and related communications/marketing materials in collaboration with the Marketing and Communications staff.
- Manage budget items related to Angel Donor annual campaign fundraising.
- Responsible for the planning and implementation of all events related to Angel donors including but not limited to, the annual Angel Appreciation Dinner and Angel Recruitment events.

Corporate Fundraising (\$250+)

- Responsible for the planning and implementation of all events related to Angel donors including but not limited to, the annual Angel Appreciation Dinner and Angel Recruitment events.
- Will work in collaboration with the Development Committee and the CDO to devise strategy to achieve annual corporate revenue goals.
- Successfully execute strategy and annual work plans.
- Research, identify and prioritize prospective corporate partners.
- Engage in regular contact with emerging and existing partners.
- Ensure that corporate partners receive appropriate acknowledgements and benefits.
- Create and prepare solicitation materials, presentations, and related communications/marketing materials in collaboration with the CDO and Marketing/Communications staff.
- Manage budget items related to corporate fundraising.
- Serve as the Lyric Opera's ambassador to the metropolitan corporate community by attending external events and meetings (Downtown Council, Chamber, etc.).
- Responsible for the planning and implementation of all events related to corporate fundraising including but not limited to the Corporate Dress Rehearsal Reception.

Lyric Opera Circle Liaison

- Act as primary contact with Circle.
- Attend meetings and events as appropriate.
- Manage Company involvement with the Ball Leadership.
- Disseminate information as necessary between the Lyric Opera and the Lyric Opera Circle and Ball.

Development Department Responsibilities

- Lead the coordination, preparation, verification, and publishing of donor lists for printed programs.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of this position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Competencies:

- Self-motivated, detail oriented, and ability to make "cold calls."
- Ability to collaborate with staff, professional colleagues, and supporters.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Proficiency in Microsoft Office (including; Word, Excel, Outlook).
- Proficiency in Tessitura or equivalent customer relationship management software (ex. Raiser's Edge) a plus.

Work Environment: This job operates in a professional office environment. This role is performed sitting at a desk, and routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands: A portion of the work is of a sedentary nature sitting at a desk, but filing and other duties are required. This will require the ability to lift files, open filing cabinets and bend or stand as necessary. Must have the ability to lift 15 pounds.

Position Type and Expected Hours of Work: This is an exempt, full-time, regular position. Days and hours are Monday through Friday, 9am to 5pm. Work may require attendance at performances and other Company events. While most work occurs in relation to a long-term plan, will be required to be flexible to changing priorities and additional projects that can require overtime.

Required Education and Experience:

- Bachelor's degree in arts administration, marketing, public administration or closely related field.
- Three to five years of experience in fundraising or business development.

Performance Measures:

The following are key items that will be utilized to evaluate performance of the work and will become part of this position's annual performance evaluation document:

- 1) Achievement of Annual Fund goals for donors \$1-\$2,499.
- 2) Achievement of Angel Donors annual campaign goals for donors \$2,500 - \$10,000.
- 3) Effective working relationship with LOKC Circle
- 4) Accuracy of solicitation and marketing materials.
- 5) Accuracy of donor lists for printed program.