

Major Gifts Officer Development Department

Salary: Starting at \$68,000/year

LA Opera (LAO) is a mission-driven, non-profit organization that plays a significant role in the cultural life of Southern California. Hundreds of LAO employees and artists help bring to life world-class opera that preserves, promotes, and advances the art form while embodying the diversity, pioneering spirit and artistic sensibility unique to Los Angeles.

Our productions are experienced by more than 100,000 audience members each year at our home at the Dorothy Chandler Pavilion in downtown Los Angeles. We reach many more through our community and school programs, *Off Grand* performances in venues across Los Angeles, and *On Now* digital content.

About the opportunity

Contributed revenue is a primary and critical source of LA Opera's income, and the Major Gifts Officer serves an important role in the fundraising work that makes LA Opera's productions and programs possible. The Major Gifts Officer will be part of the four-person Major Gifts team and will build and manage a portfolio of individual prospects and donors.

Key responsibilities include the following:

- Manage and deepen relationships with donors who give \$3,500+ annually
- Cultivate, solicit, and secure four- to six-figure gifts for restricted and unrestricted purposes
- Identify and solicit new prospects
- Develop and execute effective stewardship plans
- Attend performances, programs, and events in support of the above
- Maintain in-depth knowledge of LAO's programming and funding priorities
- Maintain accurate gift records, in accordance with department processes

This is a full-time administrative staff position with benefits, based at the Dorothy Chandler Pavilion in downtown Los Angeles. The regular schedule is Monday through Friday, and

evening and weekend work also is sometimes required related to attending performances and donor events.

Who we're looking for

We are seeking an individual with prior experience in fundraising, sales, or other related experience. The right person for this role will demonstrate integrity, possess high emotional intelligence and interpersonal savvy, and be an outstanding communicator-including excellent writing and active listening skills. The ability to handle confidential and proprietary information sensitively and discreetly is critical.

Successful candidates will have an interest in attending multiple performances each season and be knowledgeable or interested in learning about opera. Prior experience working with volunteers and/or board members is preferred. Experience with the Tessitura database is helpful.

We are committed to a workplace in which everyone has equitable opportunities and support and experiences a sense of belonging, and we are seeking a Major Gifts Officer who champions and demonstrates this commitment.

To apply:

Qualified candidates are encouraged to apply by sending a cover letter and resume to jobs@laopera.org, with the subject line "Major Gifts Officer – [Your Name]." Applications received by Friday, June 3 will receive full consideration.

Individuals of identities that are underrepresented in arts administration are especially encouraged to apply.

Vaccination policy:

LA Opera has a COVID vaccination policy for employees, which requires employees to be up to date on their vaccines (meaning an original vaccine series plus a booster when eligible, as determined by the CDC eligibility schedule). Further information about the policy will be provided to candidates in the interview process.

LA Opera is an equal opportunity employer, and we do not discriminate against applicants on the basis of any legally protected categories.