



JOB DESCRIPTION | DIRECTOR – MAJOR GIFTS

REPORTS TO: Associate Vice President - Development

FLSA: Full-Time, Exempt (including weekends and evenings)

SALARY RANGE: \$90,000 (annually)

LOCATION: Palm Desert, CA (On-site)

JOB SUMMARY

The Director – Major Gifts plays a vital role in the organization by managing a portfolio of high-net-worth individuals, fostering relationships to drive long-term engagement and increased giving. This position ensures major donors are properly recognized and valued, strengthening their connection to the organization. The Director – Major Gifts collaborates closely with team members and key stakeholders to achieve organizational fundraising goals, contributing to the long-term growth and success of development efforts.

ESSENTIAL RESPONSIBILITIES

- Manage assigned major gifts management portfolio of prospects and donors, actively soliciting major gifts, membership donations, sponsorships, contributions for event fundraising, and other priority needs.
- Track measurable metrics with a minimum of 5-10 visits per month.
- Initiate a formalized planned giving program within the Development Department to ensure all fundraisers are confident and equipped to integrate planned giving conversations into their donor relationships.
- Collaborate with donors, Board Members, and staff on special cultivation and solicitation initiatives to expand donor participation
- Support the Development Department expense budget process by collaborating with the Development Staff and Finance to ensure effective monitoring and coordination.
- Lead the Annual Gala and Community fundraising events, including setting and achieving revenue and participation goals, overseeing sponsorship acquisition and fulfillment, and ensuring the event's success as a cornerstone of the Development Departments strategy.
- Execute pledge billing and payment collection for Founders and Benefactors Circle members, ensuring timely follow-ups and reporting.
- Set and meet annual revenue and activity goals.
- Represent the organization at events to build relationships with potential donors and ensure compliance with ethical fundraising practices.
- Provide coverage and assistance in the Founders Room for shows and performances and at Development Department events, ensuring seamless donor experiences.
- Maintain confidentiality and sensitivity when discussing donors' gift and estate plans.

- Use database/CRM to track moves management, planned giving expectancies, and stewardship activities.

MINIMUM REQUIREMENTS

Education:

- Bachelor's degree or equivalent experience.

Experience:

- 5+ years of relevant experience in a non-profit setting.
- Proven experience in identifying, cultivating, soliciting and retaining donors

Technical Skills:

- Proficiency in Microsoft Office and other programs.
- Experience using Tessitura

Soft Skills:

- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to work independently and in a team environment.
- Ability to support, encourage, and motivate team members
- Attention to detail and accuracy.

Physical Abilities:

- Ability to lift 10 lbs.
- Ability to stand or sit for extended periods.
- Ability to interact and communicate with patrons and donors

Language Proficiency:

- Fluency to communicate verbally and in writing in English

Availability/Work Schedule:

- Must be available to work weekends, evenings, or holidays
- Flexible with shift work or rotating schedules.

Legal and Compliance:

- Must be legally authorized to work in United States.
- Ability to pass a background check and/or drug screening.
- No criminal record.

Specific Knowledge:

- Understanding of fundraising

90-Day Review

This position is subject to a 90-day review to assess performance and position fit.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must possess strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer, keyboard, tools and equipment. Incumbents in this

classification sit, bend, stoop and reach. Ability to lift 10 pounds is necessary for moving materials when necessary. Candidates must possess the ability to lift, carry, push, and pull materials with assistance and/or the use of proper equipment.

N=Never Not present

O=Occasionally: Occurs 1/3 of time

F=Frequently: Occurs 1/3-2/3 of time

C=Constantly: Occurs 2/3 or more

Physical Demands	N	O	F	C		Comments
Sitting				X		
Walking			X			
Climbing/Balancing		X				
Stooping/Twisting		X				
Kneeling		X				
Squatting		X				
Crawling		X				
Push/Pull				X		
Reaching				X		
Gripping			X			
Keyboarding				X		
Pinching		X				
Neck rotation/extension			X			
Foot use				X		
Visual acuity				X		
Lift/Carry						Comments
Up to 10 lbs		X				
11-25 lbs	X					
26 to 50 lbs	X					
51 to 75 lbs	X					
75 lbs to 100 lbs	X					
Over 100 lbs	X					

Environmental Conditions	Y	N		Y	N	Comments
Uneven ground		X	Exposure to dust/fumes		X	
Excessive noise		X	Exposure to Biohazards		X	
Extreme temperatures		X	Exposure to hazards		X	
Working at heights		X	Working w/ machinery		X	
Exposure to noise (> 90 dbe in 8 hrs per day)		X				

Physical Demands Definitions

Physical Demands Specific physical activities required to perform a job as defined in the position description.

Essential Functions Fundamental job duties of the position as defined by the Americans with Disabilities Act (ADA).

Specific Physical Demands

Sitting: Remaining in a seated position.

Standing: Remaining on one's feet in an upright position at workstation without moving about. Not type of surface

Walking: Moving about on one's feet. Note type of surface/irregularities

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, etc., using feet and legs, or hands and arms. Note in terms of steepness, height, surface type.

Balancing: Maintaining body equilibrium to prevent falling.

Stooping: Bending downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.

Twisting: Includes lateral rotation of the trunk and spine.

Kneeling: Bending legs at knees to come to rest on knee or knees.

Squatting: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.

Crawling: Moving about on hands and knees or hands and feet. Note surface type, distance,

Push/Pull: Exerting force upon an object so that the object moves away or toward the force.

Reaching: Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.

Gripping: Seizing, holding, grasping, turning, or otherwise working with hands. Fingers involved only to extent that they are an extension of hand, Includes dimple or forceful grasping.

Pinching: Picking, pinching or otherwise working primarily with fingers rather than the whole hand.

Keyboard: Repetitive finger motion to press keys.

Neck: Forward flexion, extension or lateral rotation of the head and neck.

Rotation:

Foot Use: Repetitive or prolonged movement of the foot and ankle.

Visual: Near-Visual acuity with clarity at 20 inches or less.

Acuity: Far-Visual acuity with clarity at 20 feet or more

Lifting: Raising or lowering an object from one level to another-includes upward pulling.

Carrying: Transporting an object, usually holding in the hands/arms or on shoulders.

Noise: Exposure to noise levels greater than 90 dbe per eight (8) hour workday) as per OSHA requirements.

WORK AUTHORIZATION/SECURITY CLEARANCE

Proof of eligibility to work in the United States

Criminal, Civil background check will be performed

An equal opportunity employer/Drug Free Workplace

AAP/EEO Statement

McCallum Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ABOUT THE MCCALLUM THEATRE

Located in Palm Desert California, the McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of the community through a diverse program of world-class entertainment, arts education, and community engagement. Our mission is to provide a world-class platform for artists while enhancing the cultural experience for our patrons and supporting our local community. To learn more visit www.McCallumTheatre.org.

Palm Desert, California

The City of Palm Desert was incorporated in 1973 and today numbers more than 50,000 year-round residents. It is centrally located in the heart of the Coachella Valley in southeastern Riverside County. Known as the educational, cultural and retail center of the desert communities, it is only 125 miles east of Los Angeles and 15 miles east of Palm Springs. The key industries are hospitality, tourism, service and retail.

A major center of growth in the Palm Springs area, Palm Desert is a popular retreat for "snowbirds" from colder climates (the Eastern and Northern United States, and Canada), who swell its population by an estimated 31,000 each winter. Recently Palm Desert has seen more residents become "full-timers", mainly from the coasts and urban centers of California, who have come for affordable but high-valued home prices.

TO APPLY

Please submit a resume and brief cover letter to hr@mccallum-theatre.org with the subject line: Director – Major Gifts – [Your Name].