



**MAJOR GIFTS OFFICER
TRINITY REPERTORY COMPANY, PROVIDENCE, RI**

Trinity Rep seeks a Major Gifts Officer (MGO) to join our development team. Reporting to the Director of Development, the MGO will support the achievement of Trinity Rep's fundraising goals and growth through identification, cultivation, solicitation, and stewardship of donors and prospects with the capacity to give five- to seven-figure gifts. The MGO will manage a portfolio of 100-125 major and planned giving donors and prospects, conducting 10-12 visits per month and meeting activity metrics and revenue goals. The MGO will also manage the theater's legacy giving program. The ideal candidate will be self-starting, highly organized, goal-driven, able to effectively communicate with a variety of constituencies and build strong relationships on behalf of the theater. Minimum requirements include: bachelor's degree from four-year college or university and three or more years of fundraising and/or sales experience (or equivalent combination of education and experience); a working knowledge of customer relationship management and/or fundraising database software (Salesforce or PatronManager preferred); and interest in the arts.

Please see full job posting at www.trinityrep.com/jobs for more details.

To apply, submit a cover letter and resume to jobs@trinityrep.com. Trinity Repertory Company is an equal opportunity employer dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. This position will remain open until filled and until a diverse and qualified pool of candidates is identified.

Compensation: Commensurate with experience. Trinity Rep offers a competitive benefits package including health insurance, dental insurance, voluntary supplemental benefits, 401(k), vacation, sick time, personal time, paid holidays, and theater tickets.

revised: August 6, 2019

ABOUT TRINITY REPERTORY COMPANY

Rhode Island's Tony Award-winning theater, Trinity Rep, is a nonprofit LORT theater with an annual operating budget of \$10 million located in downtown Providence. Since 1963, Trinity Rep has created unparalleled professional theater for and with its community. The theater's mission is to reinvent the public square with dramatic art that stimulates, educates and engages our diverse community in a continuing dialogue. We do this through nationally recognized stage productions, a professional resident acting company, graduate training programs offered in partnership with Brown University, lifelong learning opportunities, and arts education programs that reach students in grades K-12. With a growing subscriber base, Trinity Rep produces a seven-show season of contemporary and classic work for 100,000 patrons each year at the historic Lederer Theater Center, which houses the 500-seat Chace Theater and the 250-seat Dowling Theater. Trinity Rep's robust education programs provide access to outstanding arts learning experiences for 20,000 students annually.



JOB DESCRIPTION

Job Title: Major Gifts Officer
Department: Development
Reports To: Director of Development
FLSA Status: Exempt, Full-time
Location: Providence, Rhode Island

Summary:

The Major Gifts Officer oversees and executes on fundraising efforts within a high-level donor and prospect portfolio; manages the theater's legacy giving program; and supports special projects as needed.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Support achievement of Trinity Rep's fundraising goals and growth through identification, cultivation, solicitation, and stewardship of donors and prospects with the capacity to give five- to seven-figure gifts.
- Manage a portfolio of 100-125 major and planned giving donors and prospects, conducting 10-12 visits per month and meeting agreed upon fundraising goals.
- Participate in all aspects of the gift cycle for major donors:
 - Develop and implement appropriate cultivation strategies tailored to each individual donor.
 - Make or manage solicitations for gifts in excess of \$10,000, coordinating joint solicitation efforts with volunteers and staff as needed.
 - Steward relationships to build strong, positive, lasting connections between the donor and the organization.
- Track, measure, and report on progress, re-evaluating plans quarterly to optimize results and ensure alignment with goals.
- Plan, manage, and execute Trinity Rep's Legacy Giving Program.
 - Lead training and support of development team and volunteers in planned and endowment gift solicitations and stewardship.
 - Collaborate with Marketing/PR department on planned giving communications and collateral, including the website and mailings.
 - Maintain current knowledge of best practices.
 - Ensure appropriate recognition and stewardship of legacy and endowment society members.
- Understand and effectively communicate the mission, programs, and values of Trinity Rep.
- Support general fundraising projects, events, and tasks as needed.
- Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:



Bachelor's degree from four-year college or university and three or more years of fundraising and/or sales experience (or equivalent combination of education and experience); strong administrative and organizational skills; interest and/or involvement in an arts related enterprise.

Language Skills:

Excellent, persuasive, and diplomatic communicator with the ability to positively interact with, effectively share information with, and respond to questions from patrons, managers, colleagues, and the general public in person, by telephone, and in writing. Strong interpersonal skills. Comfortable presenting to groups. Ability to read, analyze, and interpret conversations and written materials, including narratives, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write business correspondence, reports, plans, and documentation of procedures.

Mathematical Skills:

Ability to add, subtract, multiply, and divide figures and to calculate percentages and discounts. Ability to understand and apply concepts of probability. Ability to project future giving.

Reasoning Ability:

High degree of integrity and professionalism, respecting confidential donor information and relationships. Exceptional organizational skills and the ability to identify priorities, develop strategies, manage multiple tasks at once, and keep track of and meet deadlines and goals. Strong problem solving skills. Ability to collect and interpret data and information, establish facts, define problems, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of customer relationship management and/or fundraising database software (Salesforce preferred); internet software; spreadsheet software; and word processing software.

Other Qualifications:

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

- Must be able to sit or stand in a stationary position for up to 75% of the time.
- Must be able to regularly move about inside office and theater spaces to access file cabinets, office machinery, converse with and greet patrons, etc.
- Must have the physical ability to regularly operate a computer and other office productivity machinery (i.e. a calculator, copy machine, computer printer).
- Must be able to ascend/descend stairs and move about multiple times daily to navigate the theater.
- Must be able to position self to set up for events and theater functions.
- The person in this position frequently communicates with patrons, staff, and other constituencies. Must be able to exchange information, discuss, express oneself, and communicate in a tactful manner.
- Must be able to observe physical body language and non-verbal cues.



- Specific vision abilities required include close vision, peripheral vision and depth perception.
- Must have the physical ability to move objects weighing up to 10 pounds for office functions and event management/set-up.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Open , lively office setting
- Employee must be able to work nights and weekends up to 25% of the time
- Employee must be able to travel regionally up to 50% of the time