



CHRISTOPHER MATTALIANO
GENERAL DIRECTOR

SENIOR GIVING MANAGER - LEADERSHIP GIVING & EVENTS

Date Posted: June 28, 2010
Application Deadline: July 21, 2010
Position Status (both): Fulltime, Exempt

Portland Opera, one of the Northwest's premiere arts organization and nation's leading opera companies, seeks an enthusiastic, positive, experienced individual to join a dynamic development team. The Leadership Giving & Events Manager is responsible for growing the Opera's Camerata Circle membership of donors of \$2,500 or more. This position is directly responsible for the identification, cultivation and solicitation of all individual donors of \$2,500 to \$10,000+. This staff position personally manages a portfolio of individual donors and some individual/family foundations. They also lead Board members and other key volunteers in their cultivation and solicitation efforts.

The Leadership Giving & Events Manager oversees all cultivation and solicitation events and activities for the Camerata Circle. They also serve as the primary staff leader for the Opera's fundraising gala (2011) and in support of the Portland Opera Guild's fundraising event.

The successful candidate should be positive, creative, outgoing with a strong collaborative, team-oriented attitude. They must hold a Bachelor's degree and 3-5 years of experience in securing gifts of \$1,000 and up from individuals and fundraising event management. They must have a record of proven success in working with high-level volunteers in soliciting significant gifts and building relationships with supporters leading to larger gifts. Past experience in leading fundraising events for 100+ people is essential. Excellent interpersonal, verbal and written communication and organizational skills are required. A love of opera and/or the performing arts and experience with Archtics or other fundraising databases are plusses.

A detailed position description is available upon request. Interested candidates should forward a résumé, cover letter, two writing samples of solicitation letters or funding proposals, along with three references to developmentjobs@portlandopera.org.

*Portland Opera exists to inspire, challenge and uplift our audiences by
creating productions of high artistic quality that celebrate the beauty and breadth of opera.*