



425 Lafayette Street
New York, NY 10003

Major Gifts Officer

The Public Theater's Development Department is hiring a Major Gifts Officer to operate as a key frontline fundraiser to help grow and expand its individual major donor base (\$25,000+) This individual will report directly to the Senior Director of Development and will work closely with the Chief Advancement Officer and the Major Gift and Individual Giving teams.

The Major Gifts Officer will be tasked with building successful donor relationships and increasing annual support for the institution by cultivating and stewarding a portfolio of prospects and donors to further major and leadership gift fundraising efforts and goals.

Responsibilities:

- Maintain an active portfolio of at least 100 donors and prospects and develop and implement strategic engagement and solicitation plans for each.
- Build and maintain relationships with donors/prospects via phone calls, personal visits, ongoing written contact, personalized emails, and events
- Help identify and recruit potential major donors
- Identify annual financial goals for assigned donor portfolio and strive to meet or surpass those goals;
- Schedule, manage and attend 10+ face-to-face meetings per month with prospects and current donors for purposes of discovery, cultivation, solicitation, and stewardship
- Document meetings, interactions and correspondence with donors in the donor data base emphasizing the highest standards of accuracy, timeliness, thoroughness, and confidentiality
- Participate and share in portfolio meetings and strategy
- Educate, inform and act as liaison with prospects and current donors about the myriad programming and activities at The Public
- Handle ad hoc project management responsibilities of donor communication collateral materials, including special projects and initiatives as needed (such as special donor affiliation groups, outreach councils, etc.)
- Support ongoing Producers Council systems and operations for major donors

Requirements:

The ideal candidate must have 5+ years' experience working in development. He/she must be a team player committed to developing and working within a supportive, collaborative and collegial environment; be highly resourceful; creative; proactive and have the ability to perform under tight deadlines in a very fast-paced environment; and have individual giving and direct solicitation experience. Knowledge of Microsoft Office at advanced level essential; knowledge of Tessitura and database functions a plus; must possess excellent verbal and written skills; familiarity with the New York philanthropic world a plus; must be adept at problem-solving with

the ability to multi-task, establish priorities, and react when those priorities shift; 5+ years' experience in a non-profit in a fundraising capacity or even in a for-profit fundraising capacity. The person in this role is goal-oriented and must be able to attend evening events as necessary. Candidate also should have experience closing five and six-figure gifts and a personal commitment to the Public Theater's mission.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position, according to the Fair Labor Standards Act. Position is available immediately.

To apply, please send resume, cover letter, and salary expectations to: jobs@publictheater.org

10/24/19