



Associate Director of Major Gifts

Position Summary

The Associate Director of Major Gifts is responsible for securing gifts to reach the annual department fundraising goal. The Associate Director of Major Gifts will develop, manage, and implement strategies for identification, cultivation, solicitation, and stewardship of donors through individualized plans that will lead to annual gifts. This position secures philanthropic support from new and existing donors; stewards an active portfolio of donors and prospects; executes major gifts fundraising strategy, while integrating planned giving and annual support strategies depending on the donor.

This position reports to the Director of Development. This integral role works with the Development Team to develop and implement fundraising and stewardship strategies and cultivates relationships with donors to grow The Muny's on-going philanthropic support. This teammate serves as the lead planner on the annual Accessibility fundraiser and Guarantor Preview events and may assist at other Muny events.

Primary Duties and Responsibilities

- Solicit major gifts from new and existing individual donors at the \$10,000 level and above
- Proactively maintain relationships with a portfolio of donors, developing and executing strategies leading to solicitation and investment that leverages the donor's interests in The Muny's giving opportunities
- Serve as lead event planner for Development Team for two events including annual Accessibility Fundraiser (called One Night Only in 2024) and Spring Guarantor Preview event in May
- Develop written proposals, personalized solicitation packets, gift agreements, and other donor communications to ensure effective solicitation and stewardship.
- Record all relevant donor data and interactions in Paciolian and/or Salesforce and use the system's analytical capabilities to support strong donor engagement and communication practices.

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- Assist in planning and execution of cultivation & stewardship events in the Berges Oak Lounge, and more; also help with shared donor stewardship activities including conducting tours, escorting donors to rehearsals and other stewardship activities as needed.

Minimum Qualifications and Skills

- A solid understanding of general development principles, protocols, and best practices.
- Comprehensive knowledge of major and annual gift fundraising including personal success in closing five, six and seven-figure gifts, as well as a commitment to building long-term relationships with a diverse population of donors and donor prospects. Candidate will be responsible for growing their portfolio through identification, qualification, cultivation and stewardship strategies.
- Proven written, verbal and public communication skills focused on donor-centered fundraising with experience in gift proposal development and writing.
- Excellent organizational, analytical and problem-solving skills, ability to meet tight deadlines and manage multiple, overlapping projects.
- Maintains a collaborative work environment and works well with others in a team setting.
- Comprehensive knowledge of Microsoft Office software applications and prospect tracking systems.
- Ethical and dependable.
- Solid work ethic and initiative.
- Perform other duties as assigned to support the goals of the Development Department and/or The Muny.

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Education and experience equivalent to:

Bachelor's degree recommended; supplemented with ten (5+) years of related work experience. Non-profit experience preferred.

Position Type and Hours

This is a full-time position that could be achieved in a hybrid environment at certain times of the year. Must be available to work outside of typical office hours, including some evenings and weekends. Must also be able to work outdoors during the summer season. This position is subject to a Donor Non-Solicitation Agreement.

About The Muny

Celebrating its 106th Season in 2024, The Muny is America's oldest and largest outdoor musical theatre. Every summer, The Muny produces seven full-scale musical theatre productions. The theatre has 11,000 seats including 1,500 free seats at each performance. The Muny is a 501(c)3 nonprofit organization.