



Major Gifts Officer

Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world-class dance company, an innovative presenting theater, a dynamic digital platform, a dance school for movers of all ages and abilities, and ODC Heath with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and fitness offerings informed by dancer training for all levels and abilities. Guided by Founding Artistic Director Brenda Way; Kimi Okada as Director of ODC School and Associate Choreographer; and, Carma Zisman as Executive Director, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a three-building campus including a Dance Commons and the ODC Theater in San Francisco's Mission District, and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for more than 50 years.

Position Summary

ODC is seeking an experienced Major Gifts Officer (MGO) to transform the organization's contributed income with a major gifts program that matches the caliber and scope of the organization's impact. The MGO will work with Board and staff leadership and with Development colleagues, leading the effort to identify, design and deliver effective cultivation, solicitation and stewardship of donors with the capacity to give at \$25,000 or more. The MGO will manage a significant portfolio and deliver solicitations for top priority needs including operating support, artistic venture and innovation initiatives, endowment and capital campaigns, and naming opportunities. The successful candidate is a skilled professional, comfortable engaging with a dynamic spectrum of individuals, adept at forging relationships between individuals and organizations, and familiar with a wide variety of giving vehicles, including multi-year pledges and planned giving formats. The successful candidate will bring a track record of securing transformative gifts, and leveraging Board and staff leadership to realize an effective dynamic development effort that capitalizes ODC so it can fulfill its vision, including

designing and renovating its new, third building—completing one of the most visionary and impactful campuses for creative movement on the West Coast.

Reporting directly to the ED/DD the MGO manages a portfolio of donors and high net worth prospects and actively contributes to organizational efforts to identify and qualify new prospects from rosters of alumni, parents, volunteers, patrons, Board and Advisory Committees, and relevant community stakeholders. The MGO works in close coordination with the Development Director, Annual Fund Manager, Director of Institutional Giving, Executive Director, Founding Artistic Director, School Director and the Board's Capital Campaign Committee to ensure seamless synchronization with ODC's on-going development operations, major fundraising events, annual campaigns and planned giving.

Essential Duties & Responsibilities

- Develop and execute a cultivation and solicitation plan for a portfolio of up to 75 donors and qualified prospects with the capacity to make gifts of \$25,000+
- Identify and assign or deliver cultivation of at least 20 new prospects annually with leadership on Board and staff to transform the organization's donor base
- Dedicate 70% of working time to substantive interactions with portfolio donors and major donor/planned giving prospects, following a moves management pipeline that results in \$1.1MM in contributed revenue annually with \$200,000 of that revenue goal from new major donors and increased gifts from existing donors.
- Create donor/prospect briefings, proposal materials, and other major donor communications as needed for Board and Staff leadership.
- Lead weekly Major Gifts meetings with Executive Director, Founding Artistic Director, School Director, Theater Creative Director, and/or relevant Board leadership to actively prepare for and track upcoming solicitations and cultivation strategy.
- Track cultivation and stewardship activities for assigned portfolios as well as solicitation activities of Board Chair, Executive Director, and Founding Artistic Director, in the Patron Manager database.
- Facilitate dynamic, resilient relationships with donors and content experts/leadership across the organization with high touch, proactive customer service, integrity and accountability.

Qualifications

- 5+ years of fundraising experience, with a focus on individual donors with at least 3 years of major gift fundraising with verifiable success in prospect discovery, qualification and solicitation
- Ability to conceive, plan, and execute a major gifts program, including direct and personal solicitation

- Exceptional interpersonal skills, ability to establish rapport and to engage professionally with volunteers, colleagues, and donors
- Respect for sensitivity of donor information and a strong grasp of fundraising ethics
- Exemplary attention to detail and accuracy with the ability to prioritize and manage multiple projects simultaneously and meet deadlines.
- Strong written and verbal communication skills.
- Minimum 21 years of age and eligible to work in the US.
- Based in proximity to the Bay Area to allow regular on-site work on the ODC campus (351 Shotwell Street and 3153 17th Street, San Francisco, CA 94110).
- With advance notice, ability to work evenings and weekends to staff donor engagement at ODC performances and activities
- With advance notice, ability to travel with ODC on tour to lead in person donor engagement, and/or to interface with donors in Los Angeles, New York and greater San Francisco Bay Area/surrounding regions.
- Experience with performing arts/passion for dance and creative movement strongly preferred
- Bachelor's degree preferred.
- Fluency in G-suite, Asana, Slack, and Microsoft Office. Experience with a Salesforce-based CRM or similar system such as Raiser's Edge, Blackbaud, Tessitura preferred.

Physical Demands and Work Environment

- Work is performed in an office and performing arts facilities setting with opportunity for some remote working.
- Must be able to work on-site at least two times a week or eight times a month.
- Must be available to work occasional evenings and weekends as required by the organization's performances and special events schedule.
- Work is primarily performed sitting, standing, and walking.
- When in office, sits at a computer station and operates electronic equipment 6 to 8 hours daily.

Compensation and Time Base

- This is a full-time, exempt position based on ODC's San Francisco, CA campus and offices with arrangements for some remote work.
- \$100,000 - \$115,000 DOE.
- The role earns and accrues ten (10) days per year of paid time off as well as sick leave. In addition, as a member of ODC's full-time staff, this role receives three (3) additional days as floating holidays. This role also receives these paid holidays each year: New Year's Day, MLK

or President's Day, Memorial Day or Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and ODC's administrative winter break—which is December 24 – December 31.

- As a dance organization committed to physical well-being, ODC's benefits package currently includes health coverage for full-time employees (vision and dental coverage are available at the employee's cost), a retirement savings plan and a life insurance plan. Additional benefits include pre-tax commuter deductions, access to tuition-free dance classes at ODC, complimentary tickets to select ODC performances, and a dynamic work environment.

To Apply

- To apply for this position, please email your current resume and a cover letter to: HR@odc.dance
- Note, please reference **"Major Gifts Officer"** in the subject line.

No phone calls please.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services or products.

At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.