

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC
Development Officer, Major Gifts
Position Description

The mission of the Baltimore Office of Promotion & The Arts (BOPA) is to make Baltimore a more vibrant and creative city by producing high quality special events, festivals and arts programming that stimulate communities economically, artistically and culturally. BOPA's commitment is to address the needs of the arts community through arts and cultural activities, advocacy and support for Baltimore City. BOPA develops and administers funds, grant programs and community workshops.

Position Summary

The Development Officer, Major Gifts is a key member of BOPA's Development Department, which is tasked with raising approximately \$9 million in funds annually. The Development Officer, Major Gifts, will be responsible for designing, developing and implementing our major gift program (\$10K+). They will also be responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. Additionally, the Development Officer, Major Gifts will oversee a Development Coordinator. The Development Officer must be an experienced fundraiser and a self-directed team member with superior organizational skills and interpersonal skills, capable of cultivating strong relationships with both internal and external stakeholders, with the ultimate goal to deepen constituent engagement and increase support. The position will be based primarily at BOPA's administrative office in downtown Baltimore but will also be required to travel to meet with donors and prospects. Participation in our fast-paced environment includes some weekend and evening hours for festivals, cultural, donor and community events and other special events. The Development Officer is a full-time, exempt position reporting to the Chief Development Officer.

Responsibilities

- Oversee and manage the daily activities of the Major Gifts program, including supervising a Development Coordinator
- With the Chief Development Officer, oversee an individual giving program, including text-to-give, cash collection, and other gifts less than \$10,000 from individuals, and work with the Individual Giving Officer to build a pipeline for Major Gifts program
- Manage a portfolio of ~100 Major Gift prospects (\$10,000+): identify, cultivate, solicit, and steward donors
- With the Chief Development Officer, write and update development communications including letters, requests, case statements, program descriptions, reports, and budgets
- Prepare briefings and proposals for prospect meetings; compile contact reports; and track donor activity within the Constituent Relationship Management (CRM) system, Raiser's Edge
- With support from the Development Coordinator, ensure overall accuracy and timeliness of gift processing and acknowledgement
- With support from the Development Coordinator, maintain complete, accurate records in CRM
- Supervise donor prospecting
- Support Chief Development Officer in preparing regular fundraising status reports for BOPA leadership
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree, with Master's degree preferred, and familiarity with nonprofit organizations

- Minimum of 5 years of professional experience in fundraising
- Proven success at securing support from individuals at the Major Giving level (\$10K+) level.
- Enthusiasm for and commitment to BOPA's mission and values
- Knowledge of philanthropic community locally and nationally
- Excellent verbal and written communication skills
- Excellent analytical, organizational, and time-management skills; detail-oriented
- Capable of working effectively with stakeholders across the organization, including board and staff members, volunteers, and donors/prospects
- Self-motivated with the ability to work independently as well as take direction and work as a team; Positive, can-do attitude
- Experience managing a team to meet expectations for productivity, quality and goal accomplishment
- Proficiency in Microsoft programs (Excel, Word, Outlook) with the ability to quickly adapt to new programs
- Familiarity with CRMs; Understand the role of technology and electronic communications in fundraising; ability to understand and implement new systems

Compensation

- Salary commensurate with experience
- BOPA offers a robust benefits package including medical, vision, dental, life, 403b with employer match, and monthly transportation subsidy or parking

Application Process

Please submit a cover letter, resume, salary requirements and 3 professional references as one pdf document to: humanresources@promotionandarts.org. No phone calls please.

The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people-including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion-are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.

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