

# SEATTLE OPERA.

Seattle Opera is accepting applications for the position of **Development Research Manager**. This full-time, salaried position reports to the Associate Director of Development, Individual Giving.

## **Scope and Principal Accountabilities**

The Development Research Manager is accountable for managing a comprehensive research program to support the fundraising activities of Seattle Opera. This employee assumes primary responsibility for meeting the research needs of the Development department in order to achieve its fundraising goals.

## **This position is tasked to:**

- Provide research services and assistance to the development team and company leadership. Write quality profiles on donors and prospective donors, including relevant biographical, philanthropic and relational information.
- Build prospect identification and qualification strategies to promote a robust and dynamic prospect portfolio through activities such as constituent list segmentation, database wealth screening and analysis, peer/constituency screening and rating.
- Track prospect assignments, readiness, capacity and other relevant information; develop systems for prospect research and reporting in Tessitura
- Collaborate with Development staff and volunteers to develop prospect identification, qualification, cultivation, and solicitation strategies.
- Evaluate and rate donor prospects based on known relationship to and affinity for the company, indicators of wealth and giving capacity.
- Implement Portfolio Management process with the Associate Director of Development – Individual Giving on tracking and analysis of Development team’s portfolio metrics.
- Collaborate with appropriate Development staff members in the planning of Development events to maximize cultivation and prospecting opportunities.
- Stay current with new research resources and how they are applied, and knowledgeable about philanthropic trends.
- Assist in orientation and training of Development staff in prospect research techniques and use of Development database for research purposes.
- Assist in establishing, revising and updating department policies, procedures and standards for research.
- Safeguard the confidentiality of donor information at all times. Work closely with Development Operations Manager to maintain data integrity and information/knowledge management.
- Keep up with current events, national and local news, and industry trends. Share relevant information with Executive leadership and Development staff.
- Develop and maintain the Prospect Portfolio.
- Perform other duties as assigned.

## **Qualifications**

- Undergraduate degree required.
- Two to three years of related experience, including performing research, writing profiles, financial analysis and recognition of wealth indicators.
- Outstanding presentation skills.
- Ability to work independently and collaboratively with the Development team.
- Ability to handle confidential information with discretion and meet deadlines required.
- Strong knowledge of database systems required, experience with Tessitura a plus. Proficiency using Microsoft Office applications specifically Excel Power Query/Power BI suite.
- Experience writing queries in a relational database is desired. Experience running and reading quantitative reports is desired.
- Excellent organization skills, able to plan ahead, meet deadlines and goals while simultaneously managing multiple projects.
- Knowledge and experience using current research tools and resources.
- Must maintain the professional and ethical standards set forth for the field by the Association of Professional Researchers for Advancement (APRA).
- Commitment to the mission and core values of Seattle Opera.

## **Desired Attributes**

- Professional attitude, highly motivated and accountable.
- Able to perform well under pressure, with excellent interpersonal skills and the ability to interact appropriately with volunteers, staff and donors at all levels.
- Collegial and collaborative approach to assignments.

## **Special Requirements**

- Evening and weekend work as required for events and departmental activities.

## **Compensation**

Salary DOE. Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance, as well as free parking.

## **Contact**

Qualified candidates are invited to submit a cover letter and resume by email to [jobs@seattleopera.org](mailto:jobs@seattleopera.org) with "Development Research Manager" in the subject line, or by mail to Seattle Opera, Attn. Development Department, 1020 John Street, Seattle, WA 98109.