



Advancement Officer

Salary Range: \$55,000-65,000/year

Full-Time/Exempt

Reports to: Director of Advancement

Benefits: 100% employer-paid health, dental, short- and long-term disability, and life insurance; paid sick, personal, holiday, and vacation time; 3% matching retirement contribution; complimentary tickets; stimulating work environment; and work that makes a difference.

Overview

The newly created role of Advancement Officer will become the fourth full-time member of the Mahaiwe's successful fundraising team. The Advancement Officer (AO) will collaborate with other members of the Advancement Team to meet the fundraising goals of the growing Mahaiwe Performing Arts Center. Guided by the values and mission of the Mahaiwe, the AO will manage a portfolio of ~200 individuals to increase the number of Bravo Circle memberships (individual donors who contribute \$1,000+ annually); manage relationships with foundation funders and leadership-level Business Partners; work with the Executive Director to build relationships with state and local representatives; grow the planned giving society; and develop tailored cultivation strategies for potential major gift and leadership donors.

Primary Responsibilities:

- Manage an individual portfolio of ~200 donors and prospects to grow the Bravo Circle (\$1,000+ members) and deepen engagement with existing members.
- Manage a select portfolio of foundation funders and Business Partners to increase contributed income from grants and sponsorship opportunities.
- Meet with donors and prospects to strengthen relationships with the Mahaiwe, with the goals of securing Bravo Circle memberships; identifying the potential for major gifts (\$5,000+) and leadership gifts (\$25,000+); and increasing the number of Legacy Society members (planned gifts).
- Collaborate with the Director of Advancement, Advancement Team, and Development Committee of the Board to create tailored comprehensive cultivation strategies based on a deep understanding of donors' interests and aligned with the Mahaiwe's mission and values, and the five-year strategic plan.
- Follow best practices in donor engagement and moves management strategies to qualify, cultivate, solicit, and steward individual donors and prospects.
- Create timely contact reports.
- Develop recognition opportunities to celebrate Legacy Society membership.
- Work with the Executive Director and others to strengthen and build relationships with state and local representatives.
- Partner with the Advancement Manager and volunteers to organize and staff the annual Gala, Bravo Circle gatherings, and other donor events (including nights and weekends).
- Act as a visible and accessible ambassador and representative of the Mahaiwe, cultivating and strengthening relationships within the donor community.

- Leverage attendance at Mahaiwe shows and other social opportunities to engage with donors and prospects.
- Effectively articulate the mission, values, and goals of the Mahaiwe to donors and prospects in writing and verbally.

Key Qualifications:

- Demonstrated track record of cultivating, securing, and stewarding \$1,000+ gifts
- Experience in developing and implementing leadership and planned giving strategies
- Passion for the performing arts and community engagement through the arts
- Track record of developing and maintaining strong working relationships with donors, staff, volunteers, and members of the public
- Readiness to work in an environment that values and includes diverse group identities
- Collaborative, proactive approach with the talent, focus, and innovation to take projects from inception to reality
- Flexibility and capacity to think creatively, communicate broadly, and demonstrate a solution-oriented approach to work
- Good judgment and discretion concerning confidential matters
- Ability to work nights and weekends
- Excellent written and verbal communication skills
- Experience with Salesforce, or a similar customer relationship management system preferred
- Knowledge of Berkshire region philanthropy is desired

Organization: The Mahaiwe Performing Arts Center is executing a Strategic Plan that calls for growth across all sectors, including the addition of a second performance venue. The Mahaiwe has been recognized for its leadership in regional pay equity and in reaching local Spanish-language audiences, among other efforts, and has a consistent record of maintaining sound financial health, with sufficient operating reserves and negligible debt. General information on this dynamic organization including our Mission and Values and the most recent annual report can be found at: <https://mahaiwe.org/about/>

The Mahaiwe is an equal opportunity employer, has harassment and whistleblower policies in place, and works to create an inclusive work environment.

Physical Work Environment: This position requires an employee to operate a computer, use a telephone, and move through a variety of office and theater environments.

How to apply:

Send resume and a brief paragraph in response to each of the following questions to HR@mahaiwe.org.

1. What about the Mahaiwe and this position most interests you?
2. How do you feel that you are uniquely qualified to fill this position?
3. How would people you have worked with describe you?