

# APOLLO

## JOB DESCRIPTION

**Job Title:** Major Gifts Officer  
**Department:** Development  
**Reports To:** Chief Development Officer  
**FLSA Status:** Exempt

The Apollo theater is the largest culturally specific theater in New York City, and its mission statement is: *the Apollo theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.* The Apollo is dedicated to upholding principles of diversity, equity, and inclusion. The ideal candidate must be willing to explore this in the context of fundraising, seeking both cultural funders and those committed to social justice.

**Position Summary:** This position will support the Apollo's forward- looking artistic vision that has been built on a culturally rich and diverse legacy. The Major Gifts Officer will generate new fundraising opportunities and support others in securing and growing the donor base to increase contributed revenue. This position will lead high performance work groups to foster a goal- oriented environment that strives for strategic execution and positive financial results.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Work collaboratively with the President, Executive Producer, Chief Development Officer and Capital Campaign Consultant to place an increased organizational focus on major gifts fundraising
- Identify, cultivate, solicit and steward a portfolio of individual high-capacity prospects
- Identify, track, and develop prospect solicitation plans for President, Executive Producer, Chief Development Officer and Board Volunteers
- Assist President in managing major donor portfolio
- Manage overall major donor pipeline
- Identify, solicit and work with volunteer Co-Chairs to develop activities for Legends Circle major donor society
- Meet or exceed individual fund-raising goals and assist with campaigns
- Create major gift strategic plan that aligns with the organizational strategic plan
- Create and maintain a giving pipeline (identify, cultivate, solicit and steward a portfolio) of diverse major gifts donors (\$10k and above)
- Assist President, Executive Producer and CDO with identifying, cultivating, soliciting and steward a portfolio of diverse major gifts donors (\$10k and above)
- Partner with the Director of Development and Campaign Counsel to maximize gift potential

**Desired Knowledge, Skills & Abilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree.. Must have current knowledge of news, trends and current events in fundraising, as well as have an excellent knowledge of nonprofit fundraising and taxation principles, ethics and guidelines. 3-5 years' experience as a frontline fundraiser preferably in a cultural organization.

**Language Ability:**

Read, analyze and interpret business, professional, technical or government documents. Write reports, business correspondence and briefings. Effectively present information and respond to questions from managers, donors, customers and the public.

**Math Ability:**

Basic math abilities needed in creating financial reports and tracking of donations and potential pipelines.

**Reasoning Ability:**

Define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of instructions in verbal and mathematical form and deal with several abstract and concrete variables.

**Computer Skills:**

Advanced level of experience with Microsoft Office. Experience with Raiser's Edge preferred.

**Leadership Responsibilities:**

Leadership skills that focus on leveraging and being an advocate of diversity; making the most effective use of the various talents and capabilities of all individuals.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Major Gifts Officer has many opportunities for :

- **Challenging Work**— Working on difficult or demanding tasks requiring substantial effort and commitment.
- **Complexity** — Performing complex tasks or working on complex projects.
- **High Responsibility/Accountability**—Receiving primary responsibility/accountability for completing tasks that might place heavy demands on one's time and involvement.
- **Relationship Building**—Developing and maintaining ongoing working relationships with others requiring interaction and mutual support.
- **Practical Results**—Performing work that results in concrete outputs or outcomes.
- **Valuing Diversity**— Advancement of diversity in the workforce (with regard to race, ethnicity, opinion, gender, physical ability, etc.) for the achievement of common goals.
- **Prestige**— Orientation toward prominence, domination of the industry, influential status, and/or contributions to society.
- **Lean and Mean**— Maintenance of minimum staff for efficiency and effectiveness.

- **Personal Growth**— Enhancement of individual effectiveness by providing training and development opportunities.
- **Fun and Friendly Environment**—Orientation toward a size and style that makes it possible for employees to be well acquainted in an upbeat and energetic environment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. 20% travel is required in this role.

**Position Competencies:**

Listed competencies are key behaviors and drivers for success in the Major Gifts Officer role :

- **Driving for Results-** Setting high goals for personal and group accomplishment. Targeting opportunities and monitoring progress toward goals. Tenaciously staying focused and working to meet or exceed goals while deriving satisfaction from that achievement.
- **Leveraging Diversity-** Respecting and working effectively with individuals of diverse cultures, abilities, and backgrounds. Establishing relationships with people of other cultures and backgrounds and making the most effective use of the capabilities, insights, and ideas of all individuals.
- **Engagement Readiness-** Demonstrating a willingness to invest time, talent, and best efforts in accomplishing organizational goals. Expressing loyalty to the organization and working collaboratively with others to foster positive work relationships. Welcoming new experiences and demonstrating resilience and flexibility in the face of challenges.
- **Broadening Business Value-** Exploring donors underlying issues and needs to create solutions that will enable an increased comfort and confidence when donating. Maximizing the productiveness of donor interactions by building on donor cues, suggestions, comments, etc. to gain an increasing level of commitment to the Apollo through donations. Articulating and promoting a path forward that is equally satisfying to the donor and beneficial to the Apollo.
- **Planning and Organizing-** Establishing courses of action for self and others to ensure that work is completed efficiently. Prioritizing and adjusts when appropriate. Strength in determining tasks, resources, milestones and schedules.
- **Sales Disposition-** Demonstrating the traits and inclinations that characterize successful salespersons. Adapt to the demands of the fundraising role. Possesses an energetic and tenacious achievement orientation. Demonstrates resilience and adaptability and thinks unconventionally when faced with challenges; is open to new ideas and engages others.
- **Gaining Commitment-** Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans. Modifying one’s own behavior to accommodate tasks, situations, and individuals involved. Describes expectations, goals, requests, or future states in a way that provides clarity and excites interest in others.
- **Communication-** Clearly conveying information and ideas through a variety of media to in a manner that engages the audience and helps them understand and retain the message. Organizes the communication and maintains audience attention and ensures understanding. Attends to messages from others; correctly interprets messages and responds appropriately.
- **Stress Tolerance-** Maintaining stable performance under pressure, opposition or ambiguity.

Handles handling stress in a manner that is acceptable to others and to the organization and stays focused on work tasks and productively uses time and energy when under stress. Presents a positive disposition and maintains constructive interpersonal relationships when under stress.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**To apply, send cover letters, resumes to [human.resources@apollotheater.org](mailto:human.resources@apollotheater.org), with the subject line, “Major Gifts Officer”.**