JOB DESCRIPTION | Director - Major Gifts

REPORTS TO: Associate Vice President - Development
FLSA: Full-Time, Exempt
SALARY RANGE: 90,000 (DOE)
LOCATION: On-Site 100%

JOB SUMMARY

The Director - Major Gifts plays a vital role in the organization by managing a portfolio of high-net-worth individuals, fostering relationships to drive long-term engagement and increased giving. This position ensures major donors are properly recognized and valued, strengthening their connection to the organization. The Director – Major Gifts collaborates closely with team members and key stakeholders to achieve organizational fundraising goals, contributing to the long-term growth and success of development efforts.

ESSENTIAL RESPONSIBILITIES

1. Manage assigned moves management portfolio of prospects and donors, actively soliciting major gifts, membership donations, sponsorships, contributions for event fundraising, and other priority needs.
2. Set, monitor, and achieve annual major gift revenue and activity goals, using clear metrics and regular portfolio reporting, with an expectation of conducting a minimum of 5–10 meaningful donor visits per month.
3. Demonstrated experience incorporating planned giving within a major gifts portfolio, increasing planned gift commitments by effectively integrating planned giving strategies into donor cultivation, solicitation, and stewardship conversations and relationships.
4. Collaborate with donors, Board Members, and staff on special cultivation and solicitation initiatives to expand donor participation.
5. Support the Development Department budget process by collaborating with the Development Staff and Finance to ensure effective monitoring and coordination.
6. Lead Community fundraising events, including setting and achieving revenue and participation goals, overseeing sponsorship acquisition and fulfillment, and ensuring the event's success as a cornerstone of the Development Departments strategy.
7. Represent the organization at events to build relationships with potential donors and ensure compliance with ethical fundraising practices.
8. Provide coverage and assistance in the Founders Room for shows and performances and at all Development Department events, ensuring seamless donor experiences.
9. Maintain confidentiality and sensitivity when discussing donors' gift and estate plans.
10. Use database/CRM to track plans, moves management, planned giving expectancies, and stewardship activities.

MINIMUM REQUIREMENTS
Essential or minimum requirements in a job description refer to the qualifications and skills that a candidate must meet to be considered for the role. These are the non-negotiable qualifications needed to perform the job effectively. Here are common examples of essential requirements across different roles:

Education:
- Bachelor's degree or equivalent experience.

Experience:
- 5+ years of relevant experience in a non-profit setting.
- Proven experience in identifying, cultivating, soliciting and retaining donors

Technical Skills:
- Proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Experience using Tessitura or Raisers Edge

Soft Skills:
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Ability to work independently and in a team environment.
- Ability to support, encourage, and motivate team members
- Attention to detail and accuracy.

Physical Abilities:
- Ability to lift 10 lbs.
- Ability to stand or sit for extended periods.
- Ability to interact and communicate with patrons and donors

Language Proficiency:
- Fluency to communicate verbally and in writing in English

Availability/Work Schedule:
- Must be available to work weekends, evenings, or holidays
- Flexible with shift work or rotating schedules.

Legal and Compliance:
- Must be legally authorized to work in United States.
- Ability to pass a background check and/or drug screening.

Specific Knowledge:
Deep understanding of major gifts fundraising, donor psychology, and moves management best practices.

This position is subject to a 90-day review to assess performance and position fit.

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. Must possess strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and

retrieve data using a computer, keyboard, tools and equipment. Incumbents in this classification sit, bend, stoop and reach. Ability to lift 10 pounds is necessary for moving materials when necessary. Candidates must possess the ability to lift, carry, push, and pull materials with assistance and/or the use of proper equipment.

N=Never Not present
O=Occasionally: Occurs 1/3 of time
F=Frequently: Occurs 1/3-2/3 of time
C=Constantly: Occurs 2/3 or more

Physical Demands	**N**	**O**	**F**	**C**		**Comments**
Sitting				**X**		
Walking			**X**			
Climbing/Balancing		**X**				
Stooping/Twisting		**X**				
Kneeling		**X**				
Squatting		**X**				
Crawling		**X**				
Push/Pull				**X**		
Reaching				**X**		
Gripping			**X**			
Keyboarding				**X**		
Pinching		**X**				
Neck rotation/extension			**X**			
Foot use				**X**		
Visual acuity				**X**		
Lift/Carry						**Comments**
Up to 10 lbs.		**X**				
11-25 lbs.	**X**					
26 to 50 lbs.	**X**					
51 to 75 lbs.	**X**					
75 lbs. to100 lbs.	**X**					
Over 100 lbs.	**X**					

Environmental Conditions	Y	N		Y	N	Comments
Uneven ground		**X**	Exposure to dust/fumes		**X**	
Excessive noise		**X**	Exposure to Biohazards		**X**	
Extreme temperatures		**X**	Exposure to hazards		**X**	
Working at heights		**X**	Working w/ machinery		**X**	
Exposure to noise (> 90 due in 8 hrs. per day)		**X**				

Physical Demands Definitions

Physical Demands Specific physical activities required to perform a job as defined in the position description.

Essential Functions Fundamental job duties of the position as defined by the Americans with Disabilities Act (ADA).

Specific Physical Demands

Sitting	Remaining in a seated position.
Standing	Remaining on one's feet in an upright position at workstation without moving about. Not type of surface
Walking	Moving about on one's feet. Note type of surface/irregularities
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, etc., using feet and legs, or hands and arms. Note in terms of steepness, height, surface type.
Balancing	Maintaining body equilibrium to prevent falling.
Stooping	Bending downward and forward by bending spine at the waist, re requiring full use of lower extremities and back muscles.
Twisting	Includes lateral rotation of the trunk and spine.
Kneeling	Bending legs at knees to come to rest on knee or knees.
Squatting	Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
Crawling	Moving about on hands and knees or hands and feet. Note surface type, distance,
Push/Pull	Exerting force upon an object so that the object moves away or toward the force.
Reaching	Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.
Gripping	Seizing, holding, grasping, turning, or otherwise working with hands. Fingers involved only to extent that they are an extension of hand, Includes dimple or forceful grasping.
Pinching	Picking, pinching or otherwise working primarily with fingers rather than the whole hand.
Keyboard:	Repetitive finger motion to press keys.
Neck Rotation	Forward flexion, extension or lateral rotation of the head and neck.
Foot Use	Repetitive or prolonged movement of the foot and ankle.
Visual Acuity	Near-Visual acuity with clarity at 20 inches or less Far-Visual acuity with clarity at 20 feet or more
Lifting	Raising or lowering an object from one level to another-includes upward pulling.
Carrying	Transporting an object, usually holding in the hands/arms or on shoulders.

Noise	Exposure to noise levels greater than 90 due per eight *8) hour workday) as per OSHA requirements.

WORK AUTHORIZATION/SECURITY CLEARANCE
Proof of eligibility to work in the United States
Criminal, Civil background check will be performed
An equal opportunity employer/Drug Free Workplace

AAP/EEO Statement
McCallum Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

ABOUT THE MCCALLUM THEATRE
Located in Palm Desert California, the McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of the community through a diverse program of world-class entertainment, arts education, and community engagement. Our mission is to provide a world-class platform for artists while enhancing the cultural experience for our patrons and supporting our local community. To learn more visit www.McCallumTheatre.org.

TO APPLY
Please submit a resume and brief cover letter to Human Resources at hr@mccallum-theatre.org with the subject line: Director – Major Gifts – [Your Name}.