

J O B D E S C R I P T I O N



POSITION: MAJOR GIFTS OFFICER
DEPARTMENT: Development
REPORTS TO: Director of Development
STATUS: Full-time/Exempt
COMPENSATION: \$80,000 - \$95,000 Annually
START DATE: September 2025 (Negotiable)

ABOUT THE POSITION

South Coast Repertory (SCR) is seeking a Major Gifts Officer (MGO) to join our six-person Development team. This position is responsible for identifying, cultivating, soliciting, and stewarding relationships with mid-level donors and corporate partners. This frontline officer oversees a portfolio of high-net-worth individuals and corporate sponsors, ensuring personalized engagement strategies to drive philanthropic support for SCR's annual \$3.3 million Annual Fund. The MGO supports SCR's mission, strategic goals, and Equity, Diversity, Inclusion, and Belonging core values through their commitment to strengthening donor relations, devising creative solutions for new donor cultivation, and championing SCR's artistic endeavors with the community.

ABOUT THE ROLE

Fundraising

- Develop and implement strategy for individual donors and prospects primarily focused on those giving \$3,000-\$12,500 annually.
- Collaborate with the Director of Development to identify prospects and opportunities for major donors, planned giving and Endowment giving.
- Cultivate, solicit, and secure four- to five-figure gifts through face-to-face meetings with donors in order to meet and/or exceed annual fundraising goals.
- Manage and grow a portfolio of 150+ donors and prospects, ensuring regular touchpoints and personalized communication and tracking activity.
- Create and manage all aspects of producing first stage of major gifts donor acquisition campaigns (personal visits, email, direct mail, telephone, and in-person solicitation, written proposals, etc.) and increase revenue from current donors through renewals, upgrades, and additional solicitations.
- Develop compelling proposals aligned with corporate goals to secure sponsorships for productions, events and other programs.
- Strategize, pursue and close corporate major gifts, with an emphasis on gifts of \$10,000 – \$50,000.
- Serve as staff liaison to the Board of Trustee's Corporate Gifts Committee and Major Gifts/Circles Committee, and motivate volunteer committee members in the complete donor cycle.
- Collaborate and work closely with Board of Trustees, SCR leadership and Executive Staff to think strategically about implementing innovative ideas to identify new funding opportunities and advance major prospects.
- Work closely with the Assistant Director of Development, Events to plan, execute and evaluate donor cultivation events.
- Assist with donor information management by maintaining up-to-date donor profiles in the system, updating website content, and ensuring that all gifts are recognized correctly and acknowledged in a timely manner.
- Attend regular theater performances, dinners, receptions and special events, including annual fundraisers, with prospects, donors, and Trustees.

ABOUT THE PERSON

Qualities and skills that best serve a Major Gifts Officer may be:

- A bachelor's degree or equivalent experience
- 4-6 years of progressive experience in nonprofit fundraising, with several years of frontline fundraising including successful in-person asks; preferably at an arts organization
- Management experience in a supervisory role
- Ability to lead and manage volunteers in the fundraising process
- Strong relationship-building and interpersonal skills, with an ability to tailor engagement strategies
- Excellent oral and written communication, organizational, and project management skills
- Ability to handle sensitive information in a confidential manner
- Experience with Tessitura or equivalent CRM database
- A working style that promotes teamwork, enhances creativity and motivation, facilitates communication and builds consensus
- Ability and willingness to travel for donor meetings and events. Nights and weekends are necessary
- Commitment to equity, diversity, inclusion and belonging, and enthusiasm to nurture an anti-racist work culture

SCR CULTURE AFFIRMATIONS

The Major Gifts Officer serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support, and delivering results for our team. I lead by example.
- **I am a collaborator.** I bring my best, contributing my unique skills fully as we co-create our work. Our interdependent team navigates the unknown together.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision, and values in all aspects of work.

WORKING CONDITION

Regular tasks of this position may include:

- Sitting for 5-6 hours at a time
- Speaking to donors over the phone and in-person
- Occasional travel required for off-site meetings and events

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with a 2.5% employer match, escalating paid vacation, sick, mental health days and holidays, health benefits including medical, dental, vision, life and long-term disability insurance, complimentary tickets, and paid parking.

TO APPLY

Please submit a cover letter, resume and three references to jobs@scr.org.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.