Minnesota OPERA

Position Announcement

Job Title:	**Associate Development Director**
Reports to:	**Chief Development Director**
Classification:	**Full-time, exempt**
Salary:	**Commensurate with experience plus benefits (paid vacation, sick days, health, dental, flex spending, life/disability insurance, 403B)**

SUMMARY: The Associate Development Director plays a critical role in the day to day operations of the Development team at Minnesota Opera and is instrumental to the success of the fundraising program. In addition to managing Community & Employee Giving revenue, the Associate Development Director oversees development operations, events and stewardship. This position reports to the Chief Development Director and works collaboratively and strategically to advance the Department. The Associate Development Director works closely with the Marketing department and supervises the Special Events Manager and Development Operations Associate.

RESPONSIBILITIES INCLUDE, but are not limited to:

Individual Giving Revenue (20%)

- Plan, execute and evaluate acquisition and renewal plans to achieve annual Community Giving goal for individual donors below $1,000.
- Work closely with the Marketing Department to engage members as first time donors.
- Design and oversee fulfillment of donor benefit program.
- Create and implement Employee Giving campaign.

Oversee Development Events (15%)

- Oversee events program that is designed to strengthen the Opera's giving and stewardship program through innovative prospecting, cultivation and stewardship events and ensure fundraising event goals are met. Directly supervise the Special Events Manager.
- Analyze effectiveness and efficiency of events through fundraising ROI and donor input.

Development Operations & Stewardship (50%):

- Oversee integrity of all donor information, including: maintenance of Raiser's Edge database; overseeing gift processing, acknowledgement and donor information; creating and analyzing weekly, monthly and annual reports regarding production, benchmark and trend data; financial accounting, analysis and reporting.
- Create and oversee effective gift entry, pledge fulfillment and monthly reconciliation of financials; follow-confidentiality and accounting standards in reporting, receiving, acknowledging and accounting of gifts.
- Create and implement a robust stewardship program, including creation of the annual report.
- Manage Development expense and income budgets, reports and forecasting
- Create communications calendar for Development department, in partnership with Marketing Department.
- Oversee volunteer program at Minnesota Opera.
- Directly supervise the Development Operations Assistant.

Other duties (15%):

- Participate in cross-departmental internal and external committees as needed.
- Works to establish goals; coach, train and mentor staff; provide ongoing feedback and conduct annual performance reviews.
- Able to work some evening/weekend events as needed (donor dinners, opening night performances, etc.).

QUALIFICATIONS:

- Bachelor's degree or higher required.
- 5 - 7 years of experience in fundraising
- Extensive knowledge of Microsoft Office software, Raiser's Edge program, basic accounting procedures and budget management.
- At least two years of database management or direct oversight of a relational database
- Proven ability to organize time and work in an effective manner, and to prioritize and manage numerous deadlines and tasks.
- Ability to be proactive and communicate effectively with a variety of staff, volunteers, board members, donors and donor prospects.
- Strategic and creative problem solving skills.
- Must have experience supervising teams and building capacity in others through mentorship and coaching.
- Ability to develop solutions to complex problems that require the use of ingenuity and creativity.
- Ability to grasp quickly the specifics and the implications of various plans and proposals.
- Track record of attentiveness to detail, deadlines, documentation and timeliness.
- High degree of integrity, ethical decision making and sound business judgment; able to honor high degree of confidentiality.
- Passion for Opera and/or classical music/arts preferred.

APPLICATION PROCESS:

Please send electronic resume and cover letter by September 25, 2015 to:

Carley M. Stuber, CFRE, Chief Development Director
Minnesota Opera
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Minneapolis, MN 55401
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