



Job Title: Institutional Gifts Associate
Reports to: Institutional Gifts Manager
Classification: Full-time, Exempt
Salary: Commensurate with experience plus benefits (paid vacation, sick days, health, dental, flex spending, life/disability insurance, 403B)

Summary:

The Institutional Gifts Associate will work with the Institutional Gifts Manager to develop and plan annual solicitation campaigns while working to build productive relationships with current and prospective funders.

The Associate must be able to exercise discretion in order to prioritize assignments and work under significant pressure, as many projects are time sensitive and involve concurrent deadlines and donor interaction. An eagerness to communicate and problem-solve with a positive attitude is essential.

Responsibilities:

- Provide proactive customer service to current corporate, foundation and government donors
- Identify, cultivate, and solicit current and prospective donors/sponsors
- Research funding prospects for programs and for special events; create research briefs for Minnesota Opera senior staff and Board members
- Prepare fundraising proposals and ensure fulfillment of proposed sponsor/donor benefits
- Prepare detailed reports for contributors; includes the gathering and submission of financial information and budgets
- Follow-up with prospects about solicitations; answer questions and track progress
- Process gifts: write/generate acknowledgement letters, tax receipts, manage donor benefits, assemble copies for files
- Utilize and maintain the Raiser's Edge database in tracking solicitations and donor information
- Staff liaison with ticket office for institutional donor ticket needs and requests
- General support for fundraising and special event needs
- Able to work some evening/weekend events as needed (donor dinners, opening night performances, etc.)

Qualifications:

- Passion for Opera and/or classical music preferred
- Bachelor's degree or higher required
- Two or more years of experience in fundraising, sales, customer service, or administrative role required
- Excellent organizational, writing, communication and interpersonal skills required
- Superb phone skills and ability to initiate conversations and form relationships with donors
- Strong working knowledge of Microsoft Office; Raisers Edge experience desirable
- Track record of attentiveness to detail, deadlines, documentation and timeliness
- Ability to handle multiple projects in a complex and demanding environment

Please send cover letter, résumé, writing sample, and 3 references by **Monday, May 18, 2015** to: jhansen@mnopera.org or Jaden Hansen
Minnesota Opera
620 N First Street
Minneapolis, MN 55401

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