



**Job Title:** Development Associate  
**Reports to:** Director of the Annual Fund  
**Classification:** Full-time, Exempt  
**Salary:** Commensurate with experience plus benefits (paid vacation, sick days, health, dental, flex spending, life/disability insurance, 403B)  
**Start Date:** Position open until filled

**Summary:**

The Development Associate owns the effectiveness and efficiency of the Development department. Responsibilities include administrative support for the department, daily gift accounting, generation of acknowledgement letters, and research.

**Success looks like:**

- Passion and personality matter by bringing energy and attitude with a drive to learn.
- Be rigorous; get it right by executing tasks in a timely manner with impeccable attention to detail.
- Grow the development department in a way that makes us proud by providing world class services to patrons and internal/external customers.

**Responsibilities:**

- Support development team mailings and donor acknowledgements.
- Assist with institutional grant submissions and requests.
- Create and generate reports, queries, mailing, and donor recognition lists.
- Manage and coordinate the Opera's volunteer program.
- Staff liaison with ticket office for donor tickets needs and requests.
- Assist in compiling materials for external and internal meetings.
- Assist in maintaining donor database.
- Prospect research duties as assigned.
- General support for fundraising and special event needs.

**Qualifications:**

- Passion for Opera and/or classical music preferred.
- Bachelor's degree preferred.
- Two or more years of experience in fundraising, sales, customer service, or administrative role required.
- Excellent organizational, writing, communication and interpersonal skills required.
- Strong working knowledge of Microsoft Office (database knowledge desirable).
- Track record of attentiveness to detail, deadlines, documentation and timeliness.
- Ability to handle multiple jobs in a complex and demanding environment.

Please send one-page resume to: [Jen@mnopera.org](mailto:Jen@mnopera.org) or  
Jen Thill  
HR Manager  
620 N First Street  
Minneapolis, MN 55401

Minnesota Opera is an AA/EOE Employer

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