



Title: Special Events Manager
Department: Development
Reports To: Development Director
Supervises: Special Events Associate
Classification: Full-time, Exempt
Salary: Commensurate with experience plus benefits (paid vacation, sick days, health, dental, flex spending, life/disability insurance, 403B)

SUMMARY: The Special Events Manager is an integral member of the Development department and responsible for achieving annual special event fundraising goals. This person manages all Development department events, including but not limited to: Gala, Cabaret, Levain, individual and institutional stewardship events, and donor travel programs. When appropriate, this person may be called upon to solicit annual and/or nonrenewable donations. The Special Events Manager is tasked with developing strategies and tactics to increase the Gala and Special Event revenue lines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Achieve the fundraising goals – directs the strategies for individual and corporate ticket/table sales
- Plan, organize and coordinate logistics for Development fundraising and stewardship events
- Develop and accurately manage event budgets
- Develop sellable event sponsorship packages and plans of action for selling sponsorships
- Manage print materials and mailing timelines related to donor events
- Plan and implement donor travel program
- Maintain accurate RSVP event guest list and take all reservations
- Negotiate contracts and secure in-kind donations
- Ensure fulfillment of all silent auction purchases – including post-event items
- Accurate and timely collection of all event pledges and silent auction payments
- Data entry management in RE7 Event module – timely collection of all payments
- Assist in identifying and recruiting prospective members for Donor Events Committee
- Manage correspondence and network to Donor Events Committee
- Provide administrative support to the Gala Chair in managing and executing all aspects of the Gala

QUALIFICATIONS:

- Polished professional with a minimum of five years' experience in event management or similar experience and qualifications required

- Strategic thinker capable of identifying and creating the most advantageous and meaningful experience for donors and prospective donors required
- Excellent interpersonal communication, writing, and organizational skills, attention to detail and accuracy, and flexibility
- Ability to maintain confidentiality
- Ability to work effectively with volunteer leadership and other staff
- Knowledge of word processing, spreadsheets, and development database applications, with a high degree of computer proficiency (MS Word, Excel, Windows, mail merge, database application such as Raiser's Edge)
- Must be available for evening and weekend events
- Bachelor's degree from an accredited college or university; advanced degree/certification is a plus
- Ability to work as a self-starter in fast-paced team environment, including high-pressure situations with staff and patrons
- Interest/background in the arts preferred

Please send cover letter, résumé, and 3 references by May 22, 2015 to: abork@mnopera.org or
Andrea Bork
Minnesota Opera
620 N First Street
Minneapolis, MN 55401

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