



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

SUMMARY: This position is responsible for management of institutional grants including: maintaining a grants calendar, researching new sources of support, overseeing grant reporting and acknowledgment process, and ensuring the accurate fulfillment of sponsorship packages.

RESPONSIBILITIES INCLUDE, but are not limited to:

Grants Management (45%):

- Lead writer on grant requests – impeccable writing skills
- Build and maintain the necessary relationships with foundation staff and corporate giving staff
- Work with Director of Development to identify, evaluate, cultivate and solicit prospective foundation, corporate and government sources.
- Maintain the institutional grants calendar to ensure timely solicitation of all general operating grant proposals, letters of inquiry, acknowledgement letters and grant evaluation reports.
- Coordinate solicitation from small to mid sized to major gifts.
- Staff lead on maintaining accurate and timely records – including database files and hard files

Sponsorship Implementation (30%):

- Creatively initiate the design of unique and compelling sponsorship program opportunities
- Provide leadership in the fulfillment of corporate sponsorship agreements
- Assist in securing sponsorship and corporate table purchases for the annual fundraising Gala

Administration (25%):

- Create written fundraising and promotional materials
- Oversee the fulfillment of institutional benefits program
- Accept and implement other specific assignments as directed
- Maintains the donor recognition list in performance program and use of corporate sponsor logos
- Staff lead on the Institutional Gifts Committee of the Board of Directors
- Masters the use of the donor database program Raiser's Edge and employs Moves Management

Qualifications:

- 5 - 7 years of experience in fundraising
- Bachelor's degree
- Outstanding written and oral communication skills – detail oriented
- Knowledge of the local arts community and the local funding community, preferred

Please send resume and cover letter by September 30, 2014 to:

Dawn Loven, Director of Development
The Minnesota Opera
620 North First Street
Minneapolis, MN 55401

Women, people of color, veterans and people with disabilities are encouraged to apply. AA/EEO.