

## **St. Petersburg Opera (SPO)**

### **Job Description – Director of Development**

#### **JOB PROFILE**

The Director of Development works to build the St. Petersburg Opera's (SPO) capacity for the future through the planning and implementation of all fundraising activities. The primary focus for this role is to deepen, broaden, and increase contributed revenue for the organization. The Director of Development reports to the Executive Director (ED) and works closely with the Chief Operations Officer.

#### **DUTIES AND RESPONSIBILITIES**

- Manages the company's overall fundraising program
  - Works with the ED to develop an overall fundraising strategy
  - Establishes, with ED, annual targets in each area of giving that are consistent with the board-approved budget
- Executes stewardship, discovery, and solicitation calls and visits. Communicates regularly with \$500+ donors and all corporate donors and sponsors. Expected to maintain a portfolio of donors and prospects at the \$1,000+ level
- Monitors and supports the portfolio management of the Executive Director for donors at the \$10,000+ level.
- Oversees the design, maintenance, improvement, and updating of fundraising materials with support from the SPO staff and vendors
- Attends all SPO performances and special events for donor cultivation and engages in networking opportunities
- Is responsible for the annual gala. Works directly with the Board's Gala Committee to envision, plan, and execute this annual fundraising event.
- Generates compelling writing for appeal letters, thank you letters, fundraising portions of emails and social media and ensures coordination and consistency of fundraising messaging throughout the organization.
- Provides monthly updates and quarterly reports to the Executive Director and Board on fundraising progress.
- Responsible for design and oversight of donor appreciation events: Donor Quarterlies, Open Rehearsals, Soirees, etc...
- Assists other staff on upkeep of donor database and mailing lists
- Through donor management builds passion and excitement for the mission of the St. Petersburg Opera among current and prospective patrons.
- Other duties and responsibilities as needed

#### **QUALIFICATIONS**

- A deep enthusiasm for and commitment to the mission of the St. Petersburg Opera

- Bachelor's Degree plus a minimum of 4 years of fund-raising experience, including direct solicitation of contributions, fundraising event planning, and written and verbal presentations.
- Knowledge of the performing arts industry. Familiarity with opera a plus, but not required.
- A self-starter with a proven track record of gift negotiation and closure.
- Familiarity with resources and current research in development, excellent interpersonal and written communication skills, and an ability to lead the SPO toward its development goals.
- Experience with Tessitura or comparable Customer Relationship Management (CRM) systems. High proficiency in Microsoft Word, Excel, Power Point and Publisher.
- Strong organizational skills, attention to detail, and ability to work both independently and as a member of a team.

### **WORKING CONDITIONS/PHYSICAL EFFORT**

Some work is performed in a typical office setting requiring prolonged stationary periods of using a computer and communicating with others via email, chat applications, and/or telephone. Some work requires frequent travel to event locations and donor calls.

Requires some physical exertion and/or physical strain, lifting up to 20 pounds, moving over rough or uneven terrain, climbing ladders, steps, platforms or stages. Must have personal transportation and a valid driver's license.

### **BENEFITS**

Partial health insurance stipend

Paid time off

A creative, positive work environment with a dynamic team

### **SCHEDULE**

Monday to Friday with adaptability for frequent after-hours work (nights & weekends)

Frequent travel required

### **COMPENSATION**

Full time (Salary)

Starting salary range is \$56,000 - \$60,000 depending on experience and demonstrated prior success in fundraising.

St. Petersburg Opera is an equal opportunity employer that values a varied and diverse staff.

TO APPLY please email a cover letter and resume to Mark Sforzini, Executive & Artistic Director, at [sforzini@stpeteopera.org](mailto:sforzini@stpeteopera.org)