

Director of Development, St. Petersburg Opera Company, Saint Petersburg, FL, USA

Compensation: \$65,000 - \$75,000 Annually

Why Work Here? "A leader in the Tampa Bay arts community, SPO offers a vibrant and creative work atmosphere with great people and paid time off"

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 staff and board. The Director of Development will manage an Assistant Director of Development in addition to overseeing a contracted grant writer.

DUTIES AND RESPONSIBILITIES

Manages the company's overall fundraising strategy and development projects, acting as the primary point of contact for funding, donations, and fundraising event inquiries.

Works with the ED and leads the efforts of the development committee to implement additional fundraising strategies.

Establishes, with ED, annual targets in each area of giving that are consistent with the budget.

Executes stewardship, discovery, solicitation calls, and visits. Communicates regularly with \$500+ donors and all corporate donors and sponsors to encourage on-going and new contributions. Maintains and develops a CRM database of donors and prospective donors at the \$1,000+ level.

Monitors and supports the portfolio management of the ED for donors at the \$10,000+ level.

Oversees the design, maintenance, improvement, and updating of fundraising materials with the collaboration of the SPO staff and vendors.

Attends all SPO performances and special events for donor cultivation and engages in networking opportunities at selected community and leadership events, speaking on behalf of the organization as needed.

Oversees 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 ED, Board, and Development Committee on fundraising progress.

Oversees the design and execution of donor appreciation/cultivation events: Donor Quarterlies, Open Rehearsals, Soirees, etc.

Assists other staff members on keeping donor database and mailing lists current.

Seeks, applies, and manages financial support through sponsorships and overseeing grant writing process.

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 initiative, collaboration skills, and 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. Ability to manage multiple projects while meeting deadlines.

Good public speaking skills.

Strong interpersonal skills, including the ability to build relationships.

Even if an applicant feels they do not meet all the elements of the job qualifications, we encourage them to apply if they are excited about the organization and the work and indicate which skills they would like to further develop.

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 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.

Comprehensive paid time-off package including staff holidays, vacation, sick leave, plus comp time.

A creative, positive work environment with an experienced, dynamic team.

Relocation assistance provided.

SCHEDULE

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

Periodic local out-of-office travel required.

COMPENSATION

Starting salary range is \$65,000 - \$75,000 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

About St. Petersburg Opera Company:

Our Mission

The mission of the St. Petersburg Opera Company is to enrich the cultural lives of the residents of and visitors to the Tampa Bay area by presenting fully staged professional opera productions of the highest quality, and to make opera accessible to present and future audiences through community outreach, educational initiatives, and collaboration with other arts organizations.

Our Vision

The artistic experience has always been paramount in Maestro Mark Sforzini's vision. Since founding the company in 2007, the quality of musicianship has continued to grow and thrive, enhancing the cultural life of Tampa Bay and providing myriad opportunities for professional singers, orchestral players, dancers, directors, choreographers, and designers both locally and abroad.

The St. Petersburg Opera Co. has been recognized by the National Endowment for the Arts for the quality of its Emerging Artist program and its productions and personnel have won numerous industry awards, boasting the honor of being voted "Best Opera Company of the Bay" for three years running. Maestro Sforzini was recently chosen by Musical America as one of thirty international industry professionals as a "Profile in Courage". These top industry leaders have "taken a risk, spoken out where others were silent – all to the measurable benefit of their arts organizations and the field".

Maestro Sforzini is devoted to the mission to make opera accessible and enjoyable for all, which can be noted in the measurable impact of lifelong learning and youth education programs. Collaboration with key artistic organizations and free concerts throughout the community allow people of all ages and from all walks of life to experience and learn that they love opera.

The St. Petersburg Opera Co. operates in a fiscally responsible fashion, finishing 15 of the past 16 consecutive seasons in the black. In 2012 SPO moved into its current downtown home – Opera Central – rapidly transforming it into one of St. Pete's most vibrant cultural hubs. Opera Central offers an

important home for the artistic community, featuring collaborative event and rehearsal space and the Mirella Cimato Art Gallery.

We are grateful each and every day to be creating world-class musical experiences in Tampa Bay.

Company address: 2145 First Avenue South