

PITTSBURGH OPERA

Manager of Corporate Development & Event Fundraising Job Description (3/31/2022)

Job Summary:

Pittsburgh Opera is seeking qualified applicants for the position of **Manager of Corporate Development & Event Fundraising**. The Manager of Corporate Development and Event Fundraising reports directly to the Director of Development and is an integral part of Pittsburgh Opera's development staff. This position is responsible for soliciting and raising philanthropic support for Pittsburgh Opera from the business community through both the corporate annual fund and event sponsorships. The Manager of Corporate Development and Event Fundraising also cultivates philanthropic relationships with Pittsburgh Opera patrons, ticket buyers, and friends through various events, ranging from large-scale, formal galas to intimate gatherings in homes to cultivation and donor benefit events.

Job responsibilities:

Event Fundraising

- Plan, produce and execute the Opera's major fundraising events and donor cultivation events of the highest caliber throughout the year, creating and monitoring detailed revenue and expense budgets for all events, generating approximately \$500,000 in net income for the company.
- The Manager of Corporate Development and Event Fundraising acknowledges all gifts, purchases and contributions and tracks all income and expenses from events and fulfills delivery of all auction items. In all responsibilities, the Manager of Corporate Development and Event Fundraising will coordinate with the marketing department, finance department, production department and other Pittsburgh Opera departments as necessary.
- Work with volunteer chairs, committee members and with staff to achieve revenue goals by selling sponsorships, tables, tickets, and contributions.

Corporate Development

- Achieve the established goals for sponsorships and annual fund gifts from the corporate and business community.
- Identify, research, and cultivate prospects to increase the number of participating organizations in the corporate annual fund.
- Create and execute a solicitation and cultivation program for corporate sponsorship and underwriting opportunities through written proposals and personal solicitations.
- Establish goals and strategies based on existing donor histories and proposed programming.
- Serve as staff liaison for the recruitment and management of Board members and other community leaders to actively participate on the Corporate Sub-Committee of the Board's Development Committee.
- Lead the Opera's efforts to strengthen corporate participation in the annual fund and special events by identifying potential corporate relationships among individual donors.
- Along with other opera employees, staff Opera events and productions and welcome guests to Opera performances at the Benedum Center, CAPA Theatre and staff other events and programming of Pittsburgh Opera.

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Qualifications:

- Bachelor's degree plus three or more years of professional experience in development (corporate development preferred) and special events management, preferably in a nonprofit organization;
- Experience managing and executing large-scale events, fulfilling sponsorships, maintaining project budgets and organizing successful auctions with appropriate follow-up.
- A highly motivated, positive, donor-centric approach to interfacing with board members, donors and event volunteers;
- Familiarity with and appreciation of opera/classical music; high energy and passion for Pittsburgh Opera's mission;
- Superior written and verbal communication, as well as organizational and time management skills, with exceptional attention to detail and how those details effect, and are a part of, donor cultivation strategies;
- Proficiency in donor/customer relationship management software, such as Tessitura (preferred) or Raiser's Edge, and Microsoft Office (Outlook, Excel, Word and PowerPoint);
- A professional, sophisticated and resourceful style; the ability to take initiative, and to manage multiple tasks independently and to thrive in an open, fast-paced office environment;
- Proven success in increasing support through corporate giving programs and successful event fundraising ;
- Candidates must have a valid drivers' license, a personal vehicle, and be available to work nights and weekends.

Salary and Benefits:

This is a salaried, exempt position. Salary is commensurate with experience and demonstrated skills in the \$60,000 to \$65,000 range. Benefits include medical and vision; paid vacation days and holidays. Pittsburgh Opera is a tax-exempt 501(c)(3) organization and is an Equal Opportunity Employer.

To apply:

Please respond by email only to Kristin Gatch at kgatch@pittsburghopera.org. Your email should include a cover letter, resume, and writing sample.