



Director of Development

Opera In the Rock, Inc. (OITR)
Little Rock, AR 72207
USA
www.operaintherock.org

JOB DETAILS

DESCRIPTION

Opera in the Rock is a professional opera company located in Little Rock, Arkansas. For more than nine years, OITR has been the home to adventurous artists, audiences, and ideas- engaging both local and global communities. With full-length, fully staged operas including orchestra, OITR showcases the work of emerging artists and innovative modern masters.

The Director of Development reports to and supports OITR's CEO and is responsible for the preparation and management of an overall comprehensive fundraising plan that includes an array of fundraising strategies that generate revenue in support of the OITR's mission.

Essential Duties and Responsibilities:

Corporate, Foundation, Government Relations

- Develop and implement a strategic fundraising strategy to secure corporate, government and foundation contributions.
- Identify, qualify, and prioritize potential sources for specific arts and educational initiatives.
- Facilitate/develop relationships with donors through presentations, personal meetings and be a public face of OITR to all donors.
- Identify, track and meet grant submission and reporting deadlines (in conjunction with the OITR mission and goals). Draft funding proposals and follow up with sources.
- Coordinate the gathering of information and submission of grants (budgets, materials, evaluation reports, etc.) to support grant requests and reporting.
- Track the fulfillment of grants and serve as an ongoing liaison to donors.

Major Gifts

- Leverage existing relationships and develop new ones to secure major gifts from individuals.

- Work with the Board of Directors and executive staff to identify, cultivate, and solicit major gift prospects and donors.
- Assist Executive Committee in working with and satisfying 100% give or get responsibility.
- Identify large potential donors and implement a donor management system to support major gifts.
- Lead the production of special letters, gift acknowledgments, and other communications with major gift donors.

Individual Donor Development

- Establish the early building blocks on which OITR can build a broad-based individual giving program.
- Assist with the design and development of a donor page on OITR websites, annual reports, and significant donor appreciation efforts.
- Coordinate print, web, and social media designed to promote OITR and its work to external audiences.
- Design and implement building a contact list.
- Manage and lead membership and bequests.

Fundraising Events

- Implement occasional events to support the development function.
- Help organize an annual fundraising event.
- Manage event volunteer committees, support event production
- Organize various other events (public and invitation only) to help promote OITR as appropriate.
- Create an annual fundraising calendar of activities.

Systems and Infrastructure

- Create the fundamental systems required to run a best practice fundraising program.
- Create an annual fundraising calendar of activities.
- Maintain donor and foundation records and ensure the accuracy and efficacy of the donor database.
- Create monthly and annual fundraising reports.
- Coordinate the sorting and handling of donor receipts.
- Manage donor acknowledgment, including thank you notes and phone calls.
- Rigorously evaluate all efforts and progress toward goals.

Required Experience, Knowledge, Skills and Abilities:

- Bachelor's Degree in communications, business, development or marketing or related field.
- Minimum three years of experience in grant writing, individual donor development, and/or fund development.
- Demonstrated success in securing major support from private and/or public sources for educational and/or arts, and operational projects.

- Demonstrated success in grant writing and meeting annual fund goals.
- Mission-minded with a strong interest in the arts, education, or non-profits. Knowledge of the community is a plus.
- Comfort with ambiguity, the ability to respond adeptly to rapidly changing priorities, and ability to work well under pressure.
- Extremely detail oriented and organized, with the strong ability to successfully juggle multiple priorities as necessary or requested.
- Experience with using social media for fundraising campaigns.
- Excellent verbal and written communication skills.
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, coordinate, and manage own work.
- Proven ability to work unsupervised and solve problems independently, effectively, and creatively.
- Extensive computer skills, including intermediate or higher-level proficiency with Microsoft Office (EXCEL, PowerPoint, and Word) and experience working with electronic donor tracking systems/databases.
- Demonstrated experience setting brand or product strategy, with a preference for experience within a non-profit or mission focused setting where access and revenue generation are shared goals
- Strength in data-based decision making, with the ability to adapt and create new strategies given new information or audience feedback
- Ability to work remotely and in- person as needed
- Must have the ability to comply with internal COVID-19 vaccination mandate

Compensation: The salary for this position is 20-30 per hour depending on experience. This is a part-time non-exempt position with potential full-time growth. Benefits are not currently offered.

Application Instructions: Forward resume, cover letter, and at least one writing sample to HR Director, via email to jobs@operaintherock.org with your name and “DIRECTOR OF DEVELOPMENT” in the subject (MS Word, Adobe PDF or plain-text format only). **Application Deadline: October 20, 2021**

Opera in the Rock believes that equity, diversity, and inclusion should be essential elements of all activity within the organization. We have made it a priority to create and maintain an environment that is attractive to and supportive of all individuals regardless of their ethnicity, race, gender identity, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, military, or veteran status, etc. OITR is an Equal Employment Opportunity Employer.

We seek candidates with a passion for experimental performance work created by a wide range of innovative artists; cultural competency from lived experiences and/or a clear commitment to anti-racism work; and a commitment to our values as an organization. BIPOC, LGBTQ+, and differently abled individuals are strongly urged to apply.

