



Development Manager
Job Description 5/10/11

The Development Manager will devise and execute comprehensive short-term and long-term strategic plans that promote the stability and growth of Opera Boston's donor base and meet Opera Boston's funding needs and objectives. By forming new relationships and enriching existing ones, the Development Manager will raise awareness of Opera Boston among local and national communities.

The Development Manager will:

- support and advise the General Director, President, Chairman, Board Members, and Overseers in their fundraising efforts
- work closely with the Board's Development Committee and provide appropriate reports for Committee and full Board meetings
- devise and manage programs for the identification, cultivation, solicitation, and stewardship of current and prospective individual, corporate, and foundation donors
- oversee the planning and execution of special benefit events and the yearly Gala, ensuring maximum net financial gains from such efforts
- prepare and monitor the department's annual budget
- plan and execute planned giving and endowment campaigns
- supervise the appropriate use of software tools, ensuring donor privacy, data accuracy
- run the grant application process to ensure timely delivery of well-written proposals

The applicant should possess:

- high energy
- superb written skills
- excellent interpersonal skills to deal professionally with all stakeholders
- knowledge of development software
- acute attention to details
- experience in the fundraising world with a history of closing high five-figure gifts
- a knowledge of Boston area wealth - a plus, but not a requirement

To apply:

Please submit a resume and cover letter to Opera Boston, Attn: Lesley Koenig, General Director, 25 Kingston, Street, 3R, Boston MA 02111, or fax to 617.451.6633

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