

# INDIANAPOLIS OPERA



## JOB DESCRIPTION

**JOB TITLE:** Advancement Officer

**DEPARTMENT:** Development

**REPORTS TO:** General Director

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### **POSITION SUMMARY:**

The Advancement Officer will guide efforts related to Contributed Income, Corporate Sponsorship Relationships, Fund Raising Events; donor and patron relationship building and, coordinate and consult with other Opera staff regarding revenue needs and management, database entry, and fundraising efforts and activities.

The Development Department's mission is to meet or exceed the annual contributed income budget through fundraising activities and expanding charitable revenue growth potential by developing and implementing short term and long term fundraising strategies, cultivating long term relationships with funding sources, educating funders as to the results and benefits their gifts have produced, and working with board committees, individual and honorary board members to achieve these ends.

### **RESPONSIBILITIES:**

1. Develop and coordinate the annual fundraising plan for individual, corporate, and foundation donors and special fundraising events.
2. Identify grant opportunities and coordinate and participate in writing grant applications;
3. Develop strategies to initiate, acquire, renew, and increase contributions from individual, corporate, and foundation donors.
4. Oversee data management and tracking for all contributions and fundraising activities.
5. Active participation with the Development Committee and individual and honorary board members, develop ongoing relationships with major donors.
6. Educate and raise awareness of non-development staff members as to the importance of relationships with and cultivation of present and potential donors.
7. Attend community events and meetings on behalf of or in conjunction with development and event committees as requested and needed.
8. Provide assistance as needed and requested for all development and special events.
9. Work with staff, committees, and individual board members as requested to develop and implement major events.
10. Develop methods and track needs for donor solicitation.

11. Create unique, personal processes for acknowledging and thanking donors.
12. Develop a creative approach for acknowledging special gifts.

**We're looking for someone who:**

- Prioritizes, multi-tasks, and problem solves with minimal direction;
- Is attentive to detail, has project management skills, and is highly organized;
- Has time flexibility for off-site responsibilities;
- Is willing to pitch in where/when needed;
- Has the inter-personal relationship skills to successfully interact and work with administrative staff, board committees, individual and honorary board members under circumstances that occasionally may involve high pressure deadlines and/or difficult situations;
- Is responsive to emails, text, and phone calls in a timely and professional manner

**Technical Proficiencies:**

- Proficient with MAC/PC software, Google email, Adobe, Database/CRM, Facebook, and Photoshop
- Strong written and verbal communication skills including proficiency in grammar, spelling, and punctuation.

**EXPERIENCE AND QUALIFICATIONS:**

Bachelor's degree in or related fund raising field experience with a minimum of 5 years of experience in not-for-profit fundraising preferably in the arts.

**TIME REQUIREMENT:**

Approximately 40+ hours per week.

**TO APPLY:** Email your resume and cover letter outlining your experience, goals and objectives for this position to [walker@indyopera.org](mailto:walker@indyopera.org). If you have additional questions contact the General Director, David Craig Starkey, at [starkey@indyopera.org](mailto:starkey@indyopera.org).