

## **North Carolina Opera seeks Development Manager**

May 16, 2024

### **North Carolina Opera**

North Carolina Opera, founded in 2010, is the professional opera company of the Triangle region of North Carolina, which includes Raleigh, Durham, Chapel Hill, and Cary. Each season NCO presents three to four mainstage operas, special projects, additional performances in collaboration with other local cultural organizations, school performances, and community engagement concerts.

### **Job Summary**

The Development Manager reports to the General Director, and works closely with senior staff to provide the management and coordination of all the Company's contributed income, including individual, foundation, corporate, and government giving, planned gifts, major gifts, and special campaign fundraising, as well as special events. The Development Manager plays a central role in identifying, cultivating and soliciting major donors.

### **Responsibilities**

- Manage Annual Giving
- Secure sponsorships for the annual Gala
- Generate revenue to meet the Company's contributed income goals
- Primary responsibility for individual and corporate giving; oversee program for other sources of contributed income (board, foundation, government)
- Be a key member of the team that stewards relationships with principal donors
- Identify and solicit corporate gift and partnership opportunities.
- Oversee the production and execution of development collateral materials
- Manage the Patron Program
- Develop and execute strategies for retaining and upgrading base level and new donor giving. Primary point of contact for donors, which entails responding promptly to inquiries and acknowledging gifts.
- Oversee database management and maintenance to ensure that donor records are accurate and up to date.
- Oversee coordination of fundraising events and additional events in support of fundraising.
- Continuously monitor results versus benchmarks and deadlines.
- Work closely with the development committee of the board.

### **Qualifications**

The successful candidate for the position will have:

- At least 3-5 years experience in a fundraising department of an established non-profit organization.
- Excellent interpersonal skills, and the ability meaningfully to engage with all different personality types
- Strong organizational ability
- Be exceptionally well-organized and capable of completing multiple tasks on schedule.
- A love of using data to accomplish goals.
- A history of success in identifying and cultivating prospects
- Knowledge and love of classical music and opera a plus, though not essential

### **About the Research Triangle (Raleigh, Durham, Chapel Hill)**

The Triangle region is ranked among the best places in the nation to live and to do business. The rapidly expanding Raleigh metro area, with 1,300,000 residents, is the fourth-fastest growing metro region in the United States. *BusinessWeek* magazine has named Raleigh “the best city to live” in America, citing its many cultural amenities, including the opera.