



## POSITION DESCRIPTION: DIRECTOR OF DEVELOPMENT

Full-time, exempt

Reports to: Executive Director

### About the Organization:

Based in San Francisco, Opera Parallèle (OP) is a professional, non-profit organization that develops and performs contemporary opera. Established in 2010, Opera Parallèle presents compelling performances of contemporary operas with high musical and dramatic standards, embracing modern aesthetics, creative use of technology, and social relevance as essential to the future of the art form. Opera Parallèle's interactive educational programs are dedicated to engaging increasingly diverse communities. OP is on a rapid growth trajectory with increased national visibility and a current organizational budget of just over \$1M. OP has a year-round staff of seven employees.

### Position and Responsibilities:

The Director of Development is responsible for handling all aspects of strategic fund development and communications as they relate to annual fundraising activities, including, but not limited to: individual giving, major gifts, corporate giving, grants, foundations, planned giving, government funding, and events. The Director of Development will work closely with the Executive Director, Development Committee, Artistic Director, and Board to identify and cultivate current/potential donors as well as maintain satisfaction with all donors as it relates to their benefits and recognition received throughout the year.

### Core Responsibilities:

The Director of Development will:

1. In conjunction with the Executive Director create, develop and implement a comprehensive annual Development Plan that includes a calendar of deadlines, strategies and guidelines for annual operating support.
2. Oversee the Development Coordinator regarding benefit fulfillment, data and trend analyses, and report generation to inform strategies and course corrections

3. Be the primary staff liaison to the Development Committee of the Board and provide appropriate support as needed to carry out the functions of the committee and cultivate board engagement.
5. Grow OP's major gifts program (currently identified as donors \$5k+) including identification, cultivation and solicitation of gifts.
6. Work with the Executive Director to develop a legacy giving program within three years
7. Develop and monitor an annual contributed revenue and expense budget including general department operations and special events.
8. Provide appropriate support to the Development Committee Chair, board members and other community partners as needed to carry out the functions of the committee and cultivate board engagement.

Qualifications:

The successful candidate must:

1. Have a background in the cultivation and solicitation of individual, corporate, foundation, and government donors, with proven ability to develop, solicit, and steward major gifts, and a demonstrated track record in the management of successful development programs, including staff and volunteer management.
2. Be a strategic, seasoned, proactive, and collaborative leader with solid experience in managing, mentoring and motivating staff, and the ability to inspire those working with him/her toward accomplishing common objectives.
3. Have a strong commitment to diversity and inclusion and an interest in working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.
4. Be very well-organized, able to plan strategically, set priorities and focus on details and follow through while not losing sight of the big picture, with the flexibility to welcome and embrace change, and the ability to balance the many challenges inherent in an active and lively performing arts environment.
5. Be a warm, highly personable, mature individual, with an entrepreneurial mindset, results-oriented work ethic, and a strong customer service focus, who works effectively with board members, donors, volunteers and inside staff and is experienced in dealing with high net worth individuals, and is someone who relishes taking an active, public role in the cultivation and solicitation of donors, and as a representative of OP.

6. Understand and support the mission of OP, appreciate the important role cultural institutions play in the life of a vibrant community, and have the ability to articulate this mission and role to others.

7. Have completed an undergraduate degree in a related field with considerable experience in fund-raising, public relations, communications, or related area with an understanding of non-profit organizations.

8. Possess excellent verbal and written communication skills, and strong experience with fund raising technology, integrated database systems, G-suite, and social media platforms.

9. Have at least five years of progressive fund-raising experience in a non-profit organization, preferably in opera and/or the performing arts.

The ideal candidate will also:

Have a genuine interest in opera and the arts.

Be a creative, energetic, and innovative team player.

Have a desire to be part of the greater Bay Area arts community.

Compensation, Application Procedure, and Start Date:

\$75k per year plus monthly health benefit stipend. Paid vacation, sick leave, personal days, and recognized Federal holidays. Ideal start date: July, 2020

For more info: [www.operaparallele.org](http://www.operaparallele.org)

To apply:

Send resume and cover letter articulating why this particular opportunity resonates with you and email to: [info@operaparallele.org](mailto:info@operaparallele.org)

Opera Parallèle is an equal opportunity employer and strongly encourages applications from people of color, women, and people from underrepresented communities.

May 2020

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