

FLORIDA GRAND **opera**

Grants & Corporate Officer

(Full-time, Exempt)

Florida Grand Opera: Is celebrating its 77th season of producing opera in South Florida. It is the oldest performing arts organization in the State and the seventh oldest opera company in the United States. The budget for the 2017-18 season is \$10 million. The company employs a full time staff of 20+. More information about the company is available at www.fgo.org.

Responsibilities include, but are not limited to:

Grants:

- Accomplishment of the goals set forth each year
- Develop and steward relationships with foundation and government contacts
- Generate grant applications and proposals
- Manage grant deadline calendar
- Research giving history and guidelines of prospective foundation and government funders
- Submit all mid-term and final report documents
- Fulfill all grant requirements, including the appropriate recognition
- Track solicitation activity and results in Tessitura
- Coordinate internal efforts to maintain archives of relevant materials
- Maintain updated company and audience profile information, including: demographic profiles, subscription and single ticket purchase profiles, organizational structure, staff contact information, etc.
- Maintain updated and accurate local government contact lists, including state, county and city officials and cultural arts council members.

Corporate:

- Accomplishment of the goals set forth each year
- Create business prospect list/solicitation goals
- Meet with new business prospects to introduce to Florida Grand Opera and identify company giving policies, preferences, and timelines
- Meet with previous business contributors to discuss renewed/new giving opportunities
- Establish benefit agreements with business contributors
- Deliver all corporate benefits as promised
- Manage all business-related events, tours, tickets, seating, lectures and other customer service needs of corporate supporters
- Cultivate corporate relationships during season, as well as, pre- and post-season by initiating lunch and meeting dates.
- Attend business/community events leading to network opportunities

QUALIFICATIONS:

- Bachelors degree or higher.
- Three or more years development experience with a proven track record in successful grant writing and corporate relations.
- Outstanding organizational, writing, and relationship building skills.
- Entrepreneurial, highly motivated attitude a must.
- Tessitura experience a plus.
- Interest and/or background in the arts preferred.

Reports to Director of Development (presently vacant)/General Director & CEO

Works with Development Team
Director of Education
Senior Team Members

Compensation Commensurate with experience.

Special Note This is a not for profit organization that occasionally requires additional hours. If you are unable or unwilling to work outside of normal business hours, please do not apply.

Application Process Interested candidates should email letter of interest, resume, salary requirements or range to jobs@fgo.org no later than January 15, 2018. Reviews of resumes will begin immediately and references will not be contacted without notification.

Florida Grand Opera is an Equal Opportunity Employer