

FLORIDA GRAND **opera**

Grants & Corporate Officer

(Full-time, Exempt)

Florida Grand Opera is celebrating its 78th 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 2018-19 season is \$7.6 million. The company employs a full time staff of 20+. More information about the Florida Grand Opera is available at www.fgo.org.

Responsibilities include, but are not limited to:

Grant Proposals:

- Accomplishment of the revenue 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 current and 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 but not limited to: demographic profiles, subscription and single ticket purchase profiles, organizational structure, staff contact information
- Maintain updated and accurate local government contact lists, including state, county and city officials and cultural arts council members.

Corporate:

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

- Attend business/community events leading to networking opportunities

QUALIFICATIONS:

- Bachelor's 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 performing arts, especially opera, is preferred

Reports to: Chief Development Officer

Works with: Development Team
Director of Education
Senior Team Members

Compensation: Commensurate with experience

Special Note: Florida Grand Opera is a not-for-profit organization that occasionally requires additional hours of its full-time employees. If you are unable or unwilling to work outside of normal business hours, please do not apply.

Application Process: Interested candidates should email a letter of interest, a résumé, two writing samples and salary requirements or range to jobs@fgo.org by December 20, 2018. Reviews of résumés will begin immediately and references will not be contacted without prior notification.

Florida Grand Opera is an Equal Opportunity Employer