

# FLORIDA GRAND **opera**

*Florida Grand Opera is re-inventing itself with a new direction of staging exciting productions, engaging world-class singers, and mounting thought-provoking repertoire, while being responsive to the exhilarating and diverse communities of South Florida. As part of our new vision for the future, we are looking for a detail-oriented, dynamic fundraising leader to be a part of the Development team. Ideal candidates will be self-directed, organized, and responsible for streams of fundraising focused on corporate relations.*

**Position:** Corporate Manager (Full-time, Exempt)  
**Reports to:** Chief Advancement Officer  
**Works Closely with:** The Development and Marketing Teams  
**Location:** Miami, FL and Fort Lauderdale, FL

## **General Description:**

The Corporate Manager is responsible for streams of fundraising across the region focused on corporate relations and development, inclusive of developing local corporate partnerships, annual advertising for the program book and corporate grants.

This individual is responsible for an overall strategic plan for a corporate giving and engagement that supports the short- and long-term goals of assigned revenue streams; breaking it into its constituent parts, execution, and motivating self and volunteers to reach individual and group goals. This job requires a dynamic, motivated, energetic, and personable individual with a go-getter attitude and a drive to meet and exceed budgetary fundraising goals.

## **Corporate Manager Responsibilities**

- Together with CAO, participate in the organization's strategic planning process to ensure integration of fundraising, awareness, and philanthropy.
- Design and implement short- and long-term fundraising plans and budgets to support strategic goals.
- Develop a list of prospective donors by identifying corporations with capacity and propensity to give. Work with the appropriate staff to connect high level corporate prospects across Broward and Miami-Dade Counties.
- Initiate and strengthen corporate and foundation relationships with key donors through systematic cultivation.
- Manage a portfolio of over 25 new and returning corporate sponsors and prospects to assist in the organization's annual revenue goals.
- Develop and deliver presentations to internal and/or external stakeholders.
- Network with appropriate organizations to build organizational presence in the corporate community.
- Maximize fundraising and decrease expenses by successfully identifying, soliciting, and securing opportunities for corporate partnership through programs including employee giving, in-kind support and corporate grants.
- Together with the marketing department, design, implement, track, and manage corporate fundraising initiatives and subsequent marketing campaigns with corporate partners. Fulfill organization deliverables and ensure maximum benefit to both parties.
- Actively solicit and secure sponsorships to reach the sponsorship goals for all internal events

**Hours of Work:**

Full-time exempt, required to attend breakfasts, dinners, lunches, and all events and be present at the theater for all Opera Performances. All members of the Development Team actively participate in the cultivation and stewardship of our patrons at each performance. Vacation is not granted during these periods.

**Required Skills:**

- Bachelor's degree in marketing, business, communications or similar.
- Minimum 2 years of diversified sales/fundraising experience, preferably in corporate development.
- Ability to ask for corporate gifts, sponsorships, and team participation as well as all necessary follow up (via phone, email, or in-person meetings) in order to close or disqualify the prospect.
- Proven track record in all aspects of corporate sales, including measurable revenue impact.
- Ability to create and manage timelines and deadlines to achieve individual and team financial goals – long and short-term.
- Accountable for responding to supporters in a timely fashion – i.e. prospects, partners, volunteers, participants, donors.
- Works quickly and efficiently with strong time management skills.
- Self-starter, highly organized, detail oriented, and able to handle multiple projects simultaneously in a fast-paced environment.
- Ensure accurate recording of information in Tessitura database and internal tracking documents. Create, update, and revise as needed.
- Previous experience in developing relationships with constituents and corporations while achieving annual goals.
- Enjoy working on a team and face-to-face interactions with all types of people.
- Serve as an organizational ambassador at each event.
- Works enthusiastically in a constantly changing environment.
- Works independently and thrives in a results-oriented culture of accountability.
- Excellent writing and communication skills with a diligent attention to detail. Proficient use of Tessitura and MS Office (including Outlook, Word, Excel, and PowerPoint) is required.
- Ability and willingness to work flexible hours, including evenings and weekends as required.
- Perform all other duties as assigned.

**Application Process**

Interested and qualified candidates should email a cover letter explaining your interest in the position, resume, and salary requirements to: [jobs@fgo.org](mailto:jobs@fgo.org) by March 1, 2020. Review of candidates will begin immediately.

**Salary:** Competitive benefits and salary. EOE

**About Florida Grand Opera:**

Florida Grand Opera (FGO), the oldest performing arts organization in Florida, celebrates its 79th Anniversary Season in 2019 - 20. The mainstage operas of the season include Wolfgang Amadeus Mozart's *Don Giovanni* (November 16 – December 7, 2019), Giacomo Puccini's *Madama Butterfly* (January 18 – February 1, 2020), Giuseppe Verdi's *Rigoletto* (March 28 – May 2, 2020), and the Miami premiere of Domenico Cimarosa's *Il matrimonio segreto* (April 18 – 26, 2020).

Founded in 1941 as Greater Miami Opera and later merging with The Opera Guild Inc. in 1994, FGO presents a mixture of standard repertoire and contemporary works as well as commissions and new productions — all featuring projected translations in English and Spanish. FGO is recognized for funding by the State of Florida, Department of State, Division of Cultural Affairs, the Florida Arts Council, and the National Endowment for the Arts. Funding is also provided, in part, by the Broward County Board of County Commissioners as recommended by the Broward Cultural Council and the Greater Fort Lauderdale Convention & Visitors Bureau, the Miami-Dade County Department of Cultural Affairs, Cultural Affairs Council, the Mayor and the Miami-Dade County Board of County Commissioners and the Miami-Dade County Tourist Development Council. Program support is provided by the City of Miami Beach, Cultural Affairs Program, and the Cultural Arts Council. Florida Grand Opera is a Resident Company of the Adrienne Arsht Center for the Performing Arts of Miami-Dade County and a member company of OPERA America. Steinway & Sons is the Official Piano of Florida Grand Opera.