

JOB POSTING: DEVELOPMENT DIRECTOR

The Annapolis Opera Company (AOC) seeks a Development Director (DD) to lead the organization's fundraising activities. This position is a unique opportunity for a fundraising professional who is interested in joining an energized organization with exciting, expanded artistic initiatives. These initiatives position the company for new connections to prospective donors and strengthen relationships with current donors.

ABOUT THE ANNAPOLIS OPERA COMPANY

Through 51 years of artistic excellence, the Annapolis Opera continues to bring outstanding, innovative programming to the greater Washington/Baltimore/Annapolis region. A valued cultural community asset, and a growing force in a vibrant arts-centric town, the company is poised for even greater success in the years to come.

Annapolis Opera has also been an exemplar of Diversity, Equity, and Inclusion by actively amplifying diverse voices, on and off the stage, and has set an exceptional standard for fostering a rich and inclusive artistic environment throughout its history.

The past five years have marked a period of remarkable growth and expansion for the company. This is an exciting opportunity to forge even stronger connections within our community, broaden our educational reach, and champion even more innovative and relevant programming.

SUMMARY

Reporting to the General Director, the Director of Development (DD) will work closely with the Board of Trustees, General Director, and Artistic and Music Director. The DD will spearhead all efforts related to fundraising with a particular focus on growing the number of donors through increased cultivation, solicitation, and stewardship activities. An emphasis will be placed on pipeline development and substantial growth in the major gifts program.

The DD must be well organized, self-directed, detail-oriented, and have excellent writing and people skills taking the lead on developing a comprehensive annual fund strategy and cultivating and soliciting donors. Importantly, the DD must exhibit expertise in supporting Board members as effective fundraisers. The DD will ensure the development function integrates closely with the organization's marketing and communications function.

Responsibilities include, but are not limited to:

- Create and implement a comprehensive development plan for individual giving, annual fundraising events, and corporate and foundation relations.
- Develop and implement strategies for the cultivation, solicitation, and stewardship of individuals and corporate donors as well as the identification and qualification of prospective donors.
- Manage direct mail appeals seeking individual contributions and matching corporate gifts.
- Develop a moves management plan to build the major donor prospect pipeline and expand the total donor base.
- Conduct prospect research, maintain donor and prospect files, and ensure proper administration of donor benefits through effective database management.
- Design and manage fundraising events in collaboration with the AO leadership team that also enhances the visibility of the organization in the community.

- Provide effective reporting on development goals and results for the General Director, the Board and the development committee including projections, potential action planning, evaluation, and analysis.

Requirements & Qualifications

- Bachelor's degree required.
- Minimum of 2 years of direct fundraising experience and proven success in building fundraising strategies.
- Exceptional written and verbal communication skills and at ease speaking convincingly to donors.
- Strong problem solving, research, and analytical skills.
- Proficiency in office technologies and CRM systems.
- Ability to work some evenings and weekends.
- Must have reliable transportation.
- Experience in the performing arts field is a plus.

This position is full time.

Salary based on experience: \$60,000-\$80,000

APPLY

To apply, please email a cover letter, resume to Kathy Swekel at kswekel@annapolisopera.org.

No calls please.

Applications will close October 1, 2023