



Job Title: Institutional Grants Officer
Reports to: Development Director
Classification: Full-time, Exempt
Work Location: Hybrid (three days on-campus with option to work remotely two days)
Salary: \$60,000-\$70,000 including a generous benefits package: paid vacation, sick days, health, dental, vision, flex spending, life/disability insurance, 403B

ORGANIZATIONAL BACKGROUND: Minnesota Opera's vision and mission is to sing every story and to change lives by bringing together artists, audiences, and community, advancing the art of opera for today and future generations. We aim to inspire hope, empower all voices, and strengthen bonds between people of all backgrounds and identities. To this end, Minnesota Opera commits itself to working continuously to become an anti-racist and anti-oppressive organization through the following actions: intentionally acknowledging and examining racism, anti-Blackness, and other discriminatory practices; promoting anti-racist and anti-oppressive ideas, values and policies that counter the oppression of any people during the education, production, promotion, and experience of opera; working towards eliminating all forms of oppression; and developing effective tools for social justice.

SUMMARY: The Institutional Grants Officer plays a critical role in the growth of fundraising efforts and success at Minnesota Opera, building relationships with funders and executing the work required to meet the organization's institutional revenue goals. This position is responsible for building all unrestricted and restricted grants and reports for corporations, foundations, and government agencies. The Institutional Grants Officer owns the portfolio for institutional funding, grants management, and works to identify new sources of support for both our annual and campaign fundraising initiatives. This position works collaboratively and strategically to advance the culture of philanthropy at MN Opera. This position reports to the Development Director and works closely with the Finance, Impact, Artistic, and Marketing departments. This position also writes and manages grants for the Arts Partnership annual fund.

RESPONSIBILITIES

Include, but are not limited to:

Grants and Corporate Sponsorship Solicitation, Cultivation and Stewardship (80%)

- Achieve the annual fundraising goal for institutional giving, moving a personal portfolio of funders through the cultivation, solicitation, reporting, and stewardship cycle.
- Prepare and submit all grant applications, maintaining the institutional grants calendar to ensure timely solicitation, including general operating grants and letters of inquiry.
- Identify new funding opportunities from local and national funders, growing our overall institutional revenue.
- Lead site visits and the identification and solicitation of corporate sponsorship opportunities, coordinating with Marketing and Communications for proposal development and benefit fulfillment.
- Assist in securing sponsorship purchases for annual fundraising events.
- Assist the President, General Director, and VP of Advancement with corporate and foundation visits, providing profiles, meeting materials, talking points, and accompanying meetings as appropriate.
- Develop strong relationships with other Opera departments for accurate grant reporting, budget tracking, aligning requests for restricted grants, and collaborating on funding



opportunities.

- Align restricted grant proposals with organizational priorities, overseeing grants management and partnering with Finance for reporting requirements.
- Use of the donor database employing Moves Management and ensuring KPIs are met

Campaign Support (15%)

- Develop the campaign case, presentations, proposals, and materials and partner with the Strategic Growth Director to coordinate campaign solicitations and maximize institutional giving.
- Lead evaluation efforts in coordination with other departments and support the generation of twice-annual impact reports and annual reports produced by the Marketing department.

Administration (5%):

- Participate in Development Committee(s) of the Board of Directors
- Able to work some evening/weekend events as needed (donor dinners, opening night performances, etc.).
- Manage annual registrations and logins necessary for fundraising, such as SAM
- Manage time effectively by completing work within scheduled time, adhering to break times, arriving for work on time, and assisting others as available.
- Accept and implement other specific assignments as directed

This position is a good fit for someone who has:

- A Bachelor's degree or higher (required);
- Five or more years of grant writing experience including a proven ability to personally cultivate, solicit, and steward gifts from individuals, foundations, corporations, and government agencies;
- Experience with grants management;
- Outstanding written and oral communication skills;
- Strategic and creative problem-solving skills;
- Project management and budget development experience;
- Proven ability to prioritize and manage numerous deadlines and tasks;
- Track record of attentiveness to detail, deadlines, documentation and timeliness;
- Ability to be proactive and communicate effectively with a variety of staff, volunteers, board members, donors and donor prospects;
- Demonstrated knowledge of Microsoft Office software;
- Proficiency in development technology for managing prospect identification and research;
- High degree of integrity, ethical decision making and sound business judgment while maintaining a strong degree of confidentiality.

MN Opera is willing to teach:

- Policies and procedures specific to MN Opera
- Tessitura reporting
- Trends in the local arts landscape
- Trends and application process of national funders

Please Note:



- The applicant will be expected either to reside within commuting distance of the Opera Center or be willing to relocate prior to beginning work.

How to Apply

Please go to <https://mnopera.org/about/jobs>. In the position announcement/job summary click the red box labeled “LEARN MORE”. You will be directed to MNOP’s Self ID Survey. You are required to fill out the Self ID Survey prior to proceeding to the next page. Once complete, you will be directed to the application page - please submit your application and upload your cover letter and resume. All materials will go directly and solely to the Human Resources Director, Jen Thill. Individual Self ID information will be seen only by the HR Director; application materials will be forwarded to the search team.

Deadline for Submission April 15th, 2024