



Administrative: 612-333-2700
Patron Services: 612-333-6669
Fax: 612-333-0869

Position Description

Job Title: Development Associate
Reports to: Senior Associate Director, Individual Giving
Classification: Full-time, Exempt
Work Location: Hybrid (three days on-campus with option to work remotely two days)
Salary: \$50,000-\$55,000 including a generous benefits package: paid vacation, sick days, health, dental, vision, flex spending, life/disability insurance, 403B

ORGANIZATIONAL BACKGROUND: Minnesota Opera advances the art of opera for today and future generations by expanding the circle of musical storytelling. Our vision is to sing every story. 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 Development Associate plays an important part of the day-to-day operations, success and growth of MN Opera's Individual Giving program. In addition to being responsible for managing and growing a portfolio of mid-level donors, this position leads the execution and evaluation of the Advanced Annual fund solicitations and special fundraising initiatives. Working closely with the Senior Associate Director of Individual Giving and Development Director, Marketing & Communications, and Patron Services, the Associate directly influences the Individual Giving revenue goals through direct donor solicitations, annual fund strategy and execution, targeted campaigns, strategic support for our current Annual and Capital campaign fundraising goals, future fundraising needs, and coordinated donor communications. The Development Associate combines relationship-building and fundraising skills with strong project management, data management, and attention to detail. Using independent judgement, this position is responsible for ensuring that Annual Fund and special initiative strategies are executed accurately, on schedule, and with a focus on measurable fundraising results. The Development Associate works collaboratively to support an anti-racist and anti-oppressive culture of philanthropy at Minnesota Opera.

RESPONSIBILITIES

Responsibilities will include but are not limited to:

Annual Individual Giving Management (50%):

- Strategic donor management of an assigned portfolio of lower to mid-level donors with a responsibility to increase retention, year-over-year giving, and provide a pipeline for Leadership, Campaign, and Planned Giving prospects
- Develop and execute individualized cultivation, solicitation and stewardship strategies based on donor interest, giving history, capacity, and relationship with MN Opera, and create and customize materials for donor meetings

- Track moves management of donor cycle with extreme accuracy and record activity in a timely manner through proper maintenance of Plans in Tessitura and distribution of Call Reports
- Communicate directly with donors regarding gift clarification, pledge timing, designation, payment and other gift-related questions, and assist with ticketing requests and other services as needed
- Maintain regular communication with assigned donors through meetings, phone calls, emails, mailings, and develop relationships through interaction at fundraising and other Opera events
- Meet goals for revenue, meetings, discovery visits, contacts, solicitations, retention, and portfolio growth
- Serve as database support for Leadership staff by tracking and recording portfolio activity and moves management for Vice President of Advancement, President and General Director, and occasionally Development Director and other staff when needed
- In collaboration with CRM Specialist and Advancement Operations Manager, ensure accuracy in tracking gift correspondence and solicitation records, including but not limited to acknowledgments, annual tax statements, pledge reminders, planned giving documentation, and ancillary reporting documents
- Serve as back up for generating event and pre-show seat visit lists for list requests

Advanced Annual Fund and Special Initiatives (40%):

- Responsible for using independent judgement in the planning, execution, tracking, and evaluation, of MN Opera's Advanced Annual Fund solicitation messaging and calendar with accountability for revenue outcomes
- Fundraising planning for ancillary Annual Fund campaigns including audience segmentation, solicitation, timing, messaging and ask strategies for Give to the Max Day, Calendar Year End, Subscription Season, Fiscal Year End, Legacy Circle, Monthly Sustainers, Staff Solicitations, etc. with accountability for revenue outcomes
- Collaborate with the Marketing and Communications Team on draft copy to execute solicitation plans for fundraising initiatives
- Lead benefit administration and strategic messaging for special fundraising initiatives such as: Role Sponsorships and Giving Circles, tracking and benefit redemption

Team Support (10%)

- Able to work some evening/weekend events as needed (donor dinners, opening night performances, etc.) and event prep in advance, such as name tag printing
- Regularly attend events to build strong internal and external relationships
- Ensure accuracy via review of acknowledgement letters, gift booking, pledge reminders, and donor communications for accuracy
- Manage time effectively by completing work within scheduled time and assisting others as available

- Assist in the execution of in-house development mailings and development of solicitation materials as needed
- Participate in cross-departmental internal and external committees as needed
- Support and serve as back up for gift entry, acknowledgement letters, pledge reminders, and CRM support as needed
- Assist with the development and maintenance of departmental processes, calendars, templates, and documentation to improve efficiency and consistency as needed
- Coordinate meeting logistics including making reservations, coordinating tours, and sending any necessary information to donors and solicitors prior to meetings as needed

This position is a good fit for someone who has:

- A Bachelor's degree in a related field and/or equivalent experience (required).
- Three more years working in Development (preferred).
- A natural curiosity, friendly demeanor, positive outlook and flexible mindset.
- Familiarity with donor management systems/relational databases, understanding of information management and ability to store, manipulate, and retrieve data. Prior research and Tessitura knowledge a plus.
- Extensive knowledge of Microsoft Office software (project management software skills a plus).
- Proven ability to manage several different projects simultaneously and with grace under pressure.
- Track record of attentiveness to detail, deadlines, documentation, and timeliness.
- Work independently and very proactively with minimal direction/supervision.
- Excellent written and verbal communication skills that allow successful interaction with all areas of the organization and with external clients.
- Solid interpersonal skills with demonstrated ability to develop and maintain productive relationships at all levels of the organization.
- Ability to be proactive and communicate effectively with a variety of staff, volunteers, board members, donors and donor prospects.
- High degree of integrity, ethical decision making and sound business judgment; able to honor a high degree of confidentiality.
- Passion for Opera and/or classical music/arts preferred.
- **Must have valid driver's license and access to reliable transportation for out-of-office travel, as required by the position.**

Minnesota Opera is willing to teach:

- Advanced fundraising skills
- Tessitura procedures
- Field-wide best practices
- Policies and procedures specific to MN Opera



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- Opera knowledge

Please Note:

The applicant will be expected to either reside within commuting distance of the Opera Center or be willing to relocate prior to beginning work to participate in a hybrid work environment (three days a week onsite).

How to apply:

Please go to <https://mnopera.org/about/jobs/> and click the red box labeled "Learn More" under the job summary. From there you will be asked to fill out a confidential Self ID Survey and upload your resume and cover letter. Individual Self ID information will go directly to and be seen only by Jen Thill, HR Director; application materials will be sent to Emily Skoblik-Diallo, Development Director.

Application Deadline:

November 4, 2026