



Job title	<i>Annual Fund Manager</i>
Reports to	<i>Chief Development Officer</i>

Job Summary

Austin Opera is seeking an Annual Fund Manager to join its dynamic and effective development team. The Annual Fund Manager will be responsible for managing the cultivation, solicitation, and stewardship of annual fund donors with attention to driving retention. They will also manage development department operations including recording gifts, generating acknowledgment letters, and coordinating department communications.

Duties and responsibilities

Annual Fund

- Manage the Annual Fund campaign (donors giving <\$2,000), including the solicitation and stewardship of these donors
- Responsible for managing the annual fund renewal process including sending monthly letters, emails, and making phone calls
- Work with the Chief Development Officer on content for appeals to acquire new donors and develop strategies to increase annual fund revenue and donor retention
- Participate in donor prospecting to move annual fund donors up the pipeline into the President's Council and Chairman's Forum giving programs
- Monitor annual fund campaign results; create and generate regular reports with detailed financial information and campaign statistics
- Ensure annual fund donor benefits are fulfilled including dress rehearsal and reception invitations are sent out and RSVPs are taken
- Ensure that all annual fund donors are recognized accurately in performance programs

Gift Entry and Acknowledgement

- Enter contributions in Tessitura on a daily basis, including gifts from individuals and institutions, as well as payments for development events and the annual fundraising gala
- Generate acknowledgement letters on a daily basis for all contributions to the institution. Coordinate the approval, editing, signing, and mailing of the letters within 48 hours within receipt of the gift
- Perform adjustments and write-offs to gifts and pledges in Tessitura when necessary
- Support the Chief Development Officer with cash flow and contributed revenue reporting
- Work with the Guild to manage the wine dinner auction including data entry and management of the auction software, auction item fulfillment, auction data entry into Tessitura, and generating auction acknowledgement letters

Prospect Research

- Prepare individual donor and prospect research profiles
- Ensure accurate and comprehensive donor records incorporating research profiles are entered into Tessitura

Communications

- Coordinate the deployment of all donor communications via direct mail and email including stewardship pieces, event invitations, and appeals, and record these communications on patron accounts in Tessitura
- Serve as a WordFly power user, designing and deploying development department emails
- Proof all development department collateral and communications for accuracy

General

- Provide general administrative support to the development team
- Process VIP ticket requests
- Create, update, and maintain development events and event attendance in Tessitura
- Work as part of the Development team on La Noche, the annual fundraising gala, Opening Night Dinners, and all other donor benefit events
- Attend events and performances and participate in donor and patron cultivation
- Other duties as assigned

Qualifications

- Minimum of 2 years of development experience
- Bachelor's degree required
- Familiarity with and enthusiasm for opera and the performing arts
- Proficiency in Microsoft Office and customer relationship management software. Experience with Tessitura is a plus.
- Excellent organizational skills and the ability to work under pressure, to adapt easily to changing situations and priorities, and to meet multiple deadlines and goals simultaneously
- Strong work ethic, professional manner, high standards, and the ability to work independently as well as in a team environment essential
- Outstanding interpersonal, verbal, and written communication skills
- Ability to work well with and build relationships with a variety of stakeholders (staff, volunteers, patrons)
- Keen attention to detail
- Passion for systems and analysis
- Ability to work evenings and weekends as needed

Please submit resume, cover letter, and salary requirements to careers@austinopera.org. No phone calls, please.