



<b>Job title</b>	<i>Development Associate</i>
<b>Reports to</b>	<i>Chief Development Officer</i>

### **Job Summary**

Austin Opera is seeking a Development Associate to join its dynamic and effective development team. The Development Associate will be responsible for gift entry, timely and accurate acknowledgment letters, prospect research, and communications coordination for the development department. The Development Associate will also provide general administrative support to the General Director and CEO, the Chief Development Officer, and the development department.

### **Duties and responsibilities**

#### **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
- Responsible for deploying annual fund renewal letters and emails
- Serve as a WordFly power user, designing and deploying development department emails
- Proof all development department collateral and communications for accuracy
- Ensure that donors are recognized accurately in performance programs

**General**

- Provide administrative support to the General Director & CEO and the Chief Development Officer, including calendar management, meeting logistics, and meeting preparation
- 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 desired
- 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

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*Please submit resume, cover letter, and salary requirements to [careers@austinopera.org](mailto:careers@austinopera.org). No phone calls, please.*