Director of Institutional Giving & Government Relations

Salary range starts at $120K

The Director of Institutional Giving & Government Relations is a key member of our Development team who advocates for LA Opera in the community and oversees corporate, foundation and government fundraising. The Director of Institutional Giving & Government Relations develops and implements short and long-range strategies for securing and stewarding revenue that aligns with LA Opera’s programmatic priorities and fundraising initiatives and manages the Institutional Giving & Government Relations team.

This position is a full-time, exempt position on our administrative staff, based at the Dorothy Chandler Pavilion in downtown Los Angeles, with some remote work flexibility via a hybrid in-office/remote work model. The regular schedule for this position is Monday through Friday and also includes some weekend and evening work.

We are committed to a workplace in which everyone has equitable opportunities and support and that fosters a sense of belonging, and we are seeking a Director of Institutional Giving & Government Relations who champions and demonstrates this commitment.

Individuals of identities that are underrepresented in arts administration are especially encouraged to apply.

Primary objectives and responsibilities:

- Raise $6-$7 million annually for operating and programmatic needs and oversee a portfolio of approximately 70 institutional funders.
- Coordinate and facilitate LA Opera’s relationships with elected officials and foundation and corporate leaders.
- Maintain contact with and update city, county, and federal elected representatives on LA Opera programs and priorities.
- Establish annual goals.
- Oversee the grant proposal planning, development, and management process, including writing and overseeing appeals for philanthropic support and managing the process of supplying accurate and timely reports to donors.
- Keep informed of government priorities and legislation as it affects LA Opera, and update company leadership as needed.
- Participate in advocacy efforts at all governmental levels related to LA Opera priorities.
- Work with staff to identify, cultivate, solicit, and steward gifts from current and prospective institutional funders.
- Research and analyze grant-making organizations to identify new funding sources for specific projects and programs that align with LA Opera’s programs and priorities.
- Work with key international governmental entities (consulates, tourism offices) as needed to assist with LA Opera international matters.
• Develop productive collegial relationships with internal and external constituencies to effectively develop and communicate projects and initiatives.
• Oversee Institutional funders acknowledgements.
• Work with events staff to organize events that engage institutional donors and prospects.

Who we’re looking for:
We are seeking applicants with knowledge of and advanced experience with foundation, corporate, and government funders and revenue sources at the local, state, and national level. Demonstrated ability to develop project budgets and track financial reporting is required.

Successful candidates will have prior managerial experience, excellent writing skills and the ability to draft language and descriptions of new projects and initiatives, be very organized and detail-oriented, and possess high emotional intelligence and interpersonal savvy when dealing with a variety of personalities. The ability to handle confidential information sensitively and discreetly is also vital.

Proficiency with Microsoft Office and donor databases is important, as is the aptitude to learn new systems and applications.

To apply:
Please email your resume and cover letter with the subject line “Director of Institutional Giving - [Your Name]” to jobs@laopera.org. Applications received by Wednesday, June 29 will be given full consideration.

Vaccination policy:
LA Opera has a COVID vaccination policy for employees, which requires employees to be up to date on their vaccines (meaning an original vaccine series plus a booster when eligible, as determined by the CDC eligibility schedule). Further information about the policy will be provided to candidates in the interview process.

LA Opera is an equal opportunity employer, and we do not discriminate against applicants on the basis of any legally protected categories.