



Position: Development Manager
Reports to: Director of Advancement
Type: Regular, Full-time, Exempt, Salaried
Salary range: \$65,000-\$70,000 DOE

About the Company

Opera has been part of island culture for more than a century. Its history in Hawai'i dates back to the 1850s, including stories of Queen Emma singing in the chorus of Verdi's *Il Trovatore* while her husband, King Kamehameha IV served as the stage manager! Today, Hawai'i Opera Theatre is known for its vibrant and creative productions and award-winning education programs.

Hawai'i Opera Theatre (HOT), founded in 1960 as a division of the Honolulu Symphony Society and incorporated in 1980, serves to enhance the quality of life in Hawai'i by presenting opera performances and education programs of the highest standards. Having just celebrated its 60th Anniversary Season as the only professional opera company in Hawai'i, HOT is one of the largest performing arts organizations in the state with performances and education presentations on all of the major islands reaching over 30,000 patrons, students and teachers annually. In May 2019, General Director Andrew Morgan became the company's fifth executive leader, bringing over 25 years of experience as a non-profit leader, singer and stage director.

HOT's year-round educational programs serve as both catalyst and active participant in the artistic education of Hawai'i's youth, serving over 20,000 students, parents and teachers each year. Opera for Everyone provides access to a dress rehearsal for each of HOT's mainstage productions for a large and enthusiastic audience of students. Opera Express takes opera into elementary and middle schools with special tours to all neighbor islands of an engaging and age-appropriate production. HOT's Opera Residency program brings our education and production staff members into an elementary school to work with students and teachers to compose an opera production centered on curriculum components. Adult education offerings include Opera Previews, a lecture and Q&A with artists at the Honolulu Museum of Art; pre-performance Lanai Lectures on the Neal S. Blaisdell Concert Hall lanai; and more.

Position Overview

Hawai'i Opera Theatre (HOT) seeks a dynamic, entrepreneurial, self-motivated individual to provide leadership and strategic thinking to increase contributed revenue in support of the Company's role as a vital cultural resource for the community and an outstanding regional opera company. Reporting to the Director of Advancement, the Development Manager will plan, implement, and administer all long and short-term fundraising strategies and activities to meet Hawai'i Opera Theatre's contributed revenue goals for annual, capital, special-purpose, and endowment funding.

Job Functions:

- Create, implement, monitor, and evaluate a dynamic, cohesive, and comprehensive annual development plan that maximizes all areas of contributed revenue, including annual, major, legacy, and institutional giving together with the Director of Advancement.

- Work with senior Staff and Board leadership to effectively plan and execute fundraising strategies and campaigns that meet and exceed short and long-term goals for contributed revenue that will enhance the strategic mission, vision, and values of the organization.
- Play a pivotal role in the creation and successful implementation of HOT's annual Opera Ball, the largest fundraising event of the company's season.
- Collaborate with the Development and Production Project Manager on all Advancement events from planning and programming to promotion and execution.
- Staff the Board Development Committee, including development and execution of staff and volunteer engagement strategies to identify, cultivate, solicit, and steward individual and institutional donors.
- Maintain a robust stewardship program, including development and execution of a robust benefits program that inspires acquisition and retention of donors, as well as prompt and accurate recording and acknowledgment of gifts.
- Participate in the strategic planning processes of Hawai'i Opera Theatre.
- Serve as the principal contact for a portfolio of high-level donors and prospects, including identification, cultivation, direct and indirect solicitation, and stewardship.
- Develop and organize pitch materials and presentations for prospective donors, corporate sponsors, media partners, etc.
- Maintain strategic plan for grant funding, including research of potential sources, organize calendar of application and report deadlines, and complete materials for submission.
- Work to secure community involvement and support that reflect the diversity of the populations HOT serves and assures the future of the Company.
- Host prospects and donors at various events and functions.
- Perform other job-related duties as assigned by the Director of Advancement.

Qualifications and Skill Requirements:

- Bachelor's degree, preferably in a business, arts-administration, non-profit management, or related discipline. Experience equivalent accepted.
- Minimum 3 years of progressively responsible experience as a development professional, including management of the development function of a non-profit organization with an annual contributed revenue goal of over \$1 million.
- Demonstrated success with budget management, staff and volunteer supervision, and strategic planning.
- Technical knowledge in a variety of fundraising areas, including major gifts, annual/membership and legacy giving; foundation, government, and corporate grants; capital campaign strategy and design; endowment; research; and special events.
- A track record of successfully developing, implementing, and evaluating effective and well-organized fundraising campaigns.
- Excellent listening and communication skills, both verbal and written; an individual who is straightforward, articulate, tactful, diplomatic, respectful, and open in communicating with others.
- Experience writing foundation and government grants and reports preferred.
- A working knowledge of current and past industry trends in fundraising.
- Knowledge of the Honolulu community donor base a plus.
- Knowledge of the performing arts preferred. Interest in and knowledge of opera and classical music a plus.
- Strong leadership and team-building skills; a reputation for guiding, inspiring, and mentoring staff and volunteers.

- Ability to work independently and within a team environment, managing multiple projects and shifting priorities, and working cooperatively and hands-on to meet internal and external goals.
- Attention to detail and thoroughness.
- Sensitive to the need for confidentiality and discretion.
- Experience with customer relationship management (CRM) software; Tessitura preferred.
- Proficiency in Microsoft Office applications.
- Basic knowledge of Adobe Creative Suite a plus.
- Experience with event planning and execution a plus.
- Ability to attend evening and weekend Opera events on Oahu and neighboring islands.
- Must perform the functions of the position in a safe manner.

To apply, please submit a cover letter, resume, and three writing samples relevant to the position's duties to employment@hawaiiopera.org. No calls please.

Hawai'i Opera Theatre is an Equal Opportunity Employer