

JOB TITLE	Development Manager	
STATUS	Full-Time, Hybrid: In-Person/Remote	
REPORTS TO	Director of Community Engagement	
SUPERVISORY RESPONSIBILITY	<ul style="list-style-type: none"> • Grant Writing • Individual Giving • Sponsorship in collaboration with Director of Community Engagement • Event Planning /Fundraising with Director of Community Engagement 	People: <ul style="list-style-type: none"> • Interns as assigned • Volunteer Solicitors
REQUIREMENTS	Regular full time hours expected, with flexibility during events, production periods, or grant deadlines, including weekends.	
COMPENSATION	\$18-22/hour - commensurate with experience	
BENEFITS	PTO, Health Insurance with dental coverage, Health Savings Account Contributions, & Employee Assistance Program	
POSITION SUMMARY	<p>The Development Manager is responsible for the fundraising efforts within our organization and is tasked with strategically building relationships with people and organizations to secure philanthropic support that helps to fuel mission based programs and projects. The Development Manager plans and participates in all fundraising efforts including, but not be limited to, solicitation of major gifts, annual appeals, corporate donations and sponsorships, government and foundation grants, in-kind resources, and planned/legacy giving.</p>	
KNOWLEDGE AND SKILLS REQUIREMENTS	<ul style="list-style-type: none"> • Proven work experience as a Development Manager or similar role • Superb written and verbal communication skills to speak with donors and other stakeholders across the organization • Work with fundraising software and tools to track progress throughout the year • Good organizational and time management skills to help keep projects on track • Knowledge of fundraising practices and grants management, federal and state legislation affecting not-for-profit organizations, management of volunteer resources, and understanding of financial statements. • Ability to make direct requests to donors and funders and comfortable building working relationships. Proficiency in the use of fundraising software (Choice preferred), database management, and spreadsheets. • Bachelor's degree or commensurate experience required. At least 2 years of combined, related experience in the following areas: <ul style="list-style-type: none"> ○ Identifying, cultivating, and soliciting annual and major gifts ○ Successful track record with grant research, application and award. 	

Development Manager

PRIMARY RESPONSIBILITIES:

- **Strategize and plan development activities:**
 - Collaborate with Director of Community Engagement and General Director, intersecting with the Planning, Events, & Fundraising Committee (PEF), and the Board of Directors to create a development plan which increases revenues to support the strategic direction of the organization.
 - Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
 - Develop policies and procedures which reflect ethical fundraising practices.
 - Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
 - Monitor trends in the community, region, and industry, and adapt strategies as necessary.

- **Execute and manage development activities:**
 - Implement the development plan in accordance with ethical fundraising principles.
 - Prepare and submit grant applications as outlined in the development plan.
 - Prepare grant reports according to scheduled timelines.
 - Identify and develop corporate, community, and individual prospects for the annual fund and other organizational fundraising campaign priorities.
 - Oversee the administration of a donor mailing list and donor profile database.
 - Engage volunteers for special development projects using established volunteer management practices.
 - Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
 - Foster an understanding of philanthropy within the organization.

- **Grant writing and management:**
 - Research grant opportunities for the company.
 - Write all foundation, government, and miscellaneous grants.
 - Research projects for grants as needed.
 - Manage grant calendar and submit all reports and applications in a timely manner.

ADDITIONAL RESPONSIBILITIES:

1. Coordinate with the Director of Community Engagement, intersecting with the Planning, Events, and Fundraising Committee, and the Board of Directors, to implement development activities including trainings, special campaigns, and planned giving programs.
2. Assure that donor gift receipts and thank you letters are promptly and properly prepared.
 - a. Produce individualized acknowledgement letters for all gifts
 - b. Work with Accountant, Operations, and/or Bookkeeper to ensure monthly reconciliation between the financial software and the database system.
3. Maintain all donor and fund development records within the donor management database.
 - a. Enter gifts into database with a high level of accuracy and speed

- b. Send reminders and other development correspondence.
 - c. Track donation giving times and reach out to donors appropriately.
 - d. Be the point person for creating and generating all necessary reports, queries, exports, and lists from the database
 - e. Add new constituent records as needed
 - f. Identify prospects through research for cultivation and solicitation
4. Develop donor solicitation mailings and communications according to established policies.
 5. Communicate with outstanding pledge holders as they complete pledge obligations.
 6. Manage donor benefits: communicate benefits to donors, send invitations to events, track responses, staff donor events.
 7. Analyze data and translate into action to support the company
 8. Prepare donor listings for all programs.
 9. Participate in meetings, conferences, and project team activities.
 10. Assist with and attend all functions of the organization including special events for fundraising purposes
 11. Sponsorship Solicitation and Proposals
 - a. Identify potential sponsors within the community in collaboration with the Board of Directors and Director of Community Engagement
 - b. Create appropriate packages for both trade and financial contributions in collaboration with the Director of Community Engagement
 - c. Monitor payment status
 12. Participate in and liaise with PEF Committee
 13. Provide support to the Director of Community Engagement for all events at TCO. (Opera previews, fundraisers, press conferences, patron experiences, community events.)
 14. Additional development duties as assigned

Job Responsibilities

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job and should not be considered as a detailed description of all the work requirements of the position. Tri-Cities Opera may change the specific job duties with or without prior notice based on the needs of the organization.

Equal Employment Opportunity

Tri-Cities Opera provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, gender, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability in each aspect of the human resources function.

ABOUT TRI-CITIES OPERA COMPANY

Entering its 74th season, Tri-Cities Opera (TCO) is rooted in the history of its founders--training young artists, setting the standard for performance excellence, & engaging with the audiences of tomorrow through the power of live musical storytelling. Known for its history and standing as the oldest continuously-producing regional opera company in NYS, TCO is recognized as a destination for both established & emerging global talent.

Mission Statement:

In keeping with the history of our founders, Tri-Cities Opera's mission is the production of professional quality opera using the talents of young artists. TCO sets the standard for artistic excellence while enriching, enhancing, engaging & educating our community through the power of live musical storytelling.

We accomplish our mission in the following mutually supportive ways:

- Performances - predominantly serve the Southern Tier of New York State & include main-stage productions at the Forum Theater as well as more intimate black-box productions & recitals at the Clinton Street Opera Center and other venues.
- Opera-Go-Round (OGR) - is the self-supporting educational touring arm of TCO reaching over 17,000 young students with age-appropriate musical programs including one-act operas for children. Programs extend throughout the Southern Tier, meeting NYS arts education standards. OGR is often a child's first exposure to live musical storytelling.
- The Resident Artist Program - this postgraduate education program provides talented young singers, selected through a competitive audition process, the opportunity to learn the discipline of opera through the performance of leading roles in major productions. Additionally, our collaborative relationship with Binghamton University provides auditioned & selected BU students with professional stage experience and preparation.

ABOUT BINGHAMTON:

Where the Susquehanna and Chenango Rivers meet, you peer out over the numerous bridges and delight in the outstanding architecture, with the backdrop of the signature rolling hills. Greater Binghamton has so much to offer the tourist and even more to offer the resident. As the birthplace to IBM, large and small businesses alike have found a home in Greater Binghamton. Excellent access to major routes makes Binghamton easily reachable from any direction.

Greater Binghamton has all the excitement and culture of a big city while maintaining its charm and Upstate appeal. Theatrical performances, jazz ensembles, chamber concerts, festivals, community events, educational programs, children's playhouses, world class singing, national tours, student recitals...and the list goes on. In Greater Binghamton, numerous venues provide exceptional performing arts capabilities!

Whatever the season, there is much to see and do in Greater Binghamton — spend the day browsing Antique Row, attend a local festival, catch a show at the Forum, attend a baseball or hockey game, or get involved in the LUMA Festival. Greater Binghamton has the variety you've looked for in a travel destination.

You know you'll find it all in Greater Binghamton, including the locally-invented Spiedie sandwich. Take time to explore every corner of this great region and when you're ready to relax, enjoy a free ride on any of our six restored, working wooden carousels and delight in this old-fashioned pastime.