

OPERA SAN JOSE

Development Director Job Description

POSITION REPORTS TO: General Director

SUPERVISES: Development staff of two

RESPONSIBILITIES:

1. With General Director and Board sets, implements, monitors and meets contributed income goals of the organization;
2. Supervises and evaluates development department staff;
3. Supervises all grant writing, research and reporting to funders;
4. Assures that all donor benefits promised in a given year are delivered;
5. Works with Board of Trustees in identifying and recruiting Board members necessary to carry out development tasks;
6. Assists in organizational long-range planning;
7. Designs and implements annual giving campaign and presents to the General Director and Board in the form of an annual development plan for the organization. This company-wide, three-year plan will be prepared by all department heads and the general director and presented to the Long Range Planning Committee in August and the full board in September of each year, and includes strategies and goals for annual giving from individuals, businesses, foundations and tax-supported sources of income, as well as special events;
8. Coordinates and assists in making personal solicitations for funds;
9. Evaluates development activities for prior year with Chair of Development Committee of the Board and makes recommendations for changes to General Director;
10. Reviews donor benefits annually with Chair of the Development Committee and makes recommendations for changes to General Director;
11. Designs and coordinates individual giving campaign, including direct mail, personal solicitation, phone solicitation and web-site efforts, special events and other strategies selected in the annual plan;
12. Supervises design, production and distribution of all development materials, including brochures, letters, inserts, invitations, etc.;
13. Supervises maintenance of giving records and assures acknowledgment of all gifts in a timely fashion;
14. Maintains systems for identifying and tracking new prospects;
15. Coordinates all special events, donor receptions and benefits;
16. Prepares monthly development reports and presents to the Board of Trustees;
17. Annually acknowledges all volunteers;
18. Provides liaison to Board of Trustees in the area of development;
19. Works with General Director as needed in the area of program development and evaluation as this relates to the development effort;
20. Works with General Director as needed in the areas of community relations and community development as these relate to the overall fundraising effort;
21. Maintains written office procedures manual for area of responsibility.