

DES MOINES METRO OPERA

JOB TITLE: Development Coordinator

Reports to: Director of Advancement

Classification: Full-time, Salaried, Exempt

SUMMARY:

The Development Coordinator is responsible for supporting the fundraising efforts at DMMO through organizing and administering a multi-medium fundraising solicitation strategy including phone calls, mailings and benefit and recognition fulfillment. Reporting to and providing administrative support for the Director of Advancement, the Development Coordinator will be resourceful and charismatic in organizing fundraisers and sourcing donors through a direct-response annual fundraising program, personalizing and updating proposal materials for use in articulating community partnerships (corporate and foundation grants) and assisting with information gathering and reporting in the public institutional giving program (government grants) in keeping with the overall mission of the Opera. The candidate will focus on growth through donor liaising and stewardship. This candidate will be highly self-motivated, will enjoy connecting with DMMO patrons and donors regularly, building new relationships, and will be organized with high-level written and verbal communication skills.

This position will also serve as the facilitator for special events and event planning at DMMO, executing major fundraising and cultivation events in conjunction with the Director of Advancement and other advancement staff.

DUTIES and RESPONSIBILITIES:

- Promote an inclusive, respectful and compassionate working environment that prioritizes the Company's values towards equity, diversity and inclusivity.
- Work with our donor database, PatronManager/Salesforce, to utilize as an essential tool to successfully execute development strategies and goals as set forth by the Director of Advancement in the approved development plan.
- Generate fundraising data reports to the Director of Advancement.
- Administer a direct mail and digital strategy to include annual campaign communication.
- Organize communication and stewardship opportunities throughout the program year in partnership with the Marketing and Artistic areas.
- Report data about past giving trends and campaign results.
- Reliably manage public grant deadlines and reporting; assist in the collection of data for proposals to public funding sources.
- Organize an annual schedule of submissions and reports due for grants and corporate partners with careful attention to deadlines.
- Periodically research new streams of revenue and funding from civic, state and federal government sources.
- Special Events Facilitation
 - Promote and share the mission of Des Moines Metro Opera through arranging, planning, promoting and executing special fundraising, cultivation and stewardship events for the company.
 - Prepare and oversee general operations for special events including cultivating and maintaining vendor relationships and strategic planning for annual events calendar.

REQUIREMENTS:

- Have passion for connecting and building relationships with people.
- Excellent donor/customer service skills and relationship management skills
- A BA in a related field or 1-3 years of non-profit fundraising experience preferred. Proven success in face-to-face solicitations and relationship building including experience with direct mail or membership campaigns a plus.
- Be self-motivated and an independent thinker who consistently meets deadlines, resolves conflicting priorities, and has outstanding interpersonal skills.
- Excellent organizational skills and strong written and verbal communication.
- Detail-oriented and thorough work required.
- Ability to manage multiple projects simultaneously and achieve results in a timely fashion.
- Ability to work evening and weekend events.
- Flexibility and solution-oriented approach.
- Strong computer skills, including knowledge of Microsoft Excel and Word.
- Residency in Des Moines, IA metro area. A relocation stipend will be offered if needed.

PHYSICAL STANDARDS:

This position involves moderate work with lifting or moving up to 30 pounds occasionally and sitting or standing for long periods of time. The position requires ability to use computer equipment and the ability to communicate verbally and in writing. This position occasionally requires long hours and a flexible work schedule in support of a performance schedule and special events.

BENEFITS:

Competitive health, life, disability, and retirement plan, and generous PTO. Salary range is \$44,000-\$46,000 dependent on experience and qualifications.

APPLICATION PROCESS:

Submit resume and cover letter, email or by mail to:

Des Moines Metro Opera
Attn: Tim McMillin, Director of Advancement
106 West Boston Avenue
Indianola, IA 50125
tmcmillin@dmmo.org

DEADLINE:

Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.