

DES MOINES METRO OPERA

Job Title: Institutional Giving Manager
Reports to: Director of Advancement
Classification: Full-time, Salaried, Exempt

SUMMARY

The **Institutional Giving Manager** plays a key role in advancing the mission of Des Moines Metro Opera by securing philanthropic support from foundations, corporations, and government agencies.

Reporting to the Director of Advancement, this position manages a portfolio of institutional funders and oversees the full cycle of grant and sponsorship funding, including prospect research, proposal development, reporting, and stewardship.

The Institutional Giving Manager also collaborates closely with advancement colleagues to support corporate sponsorships and major fundraising events, helping ensure that DMMO's artistic programs, education initiatives, and community engagement efforts are sustainably funded.

This position is ideal for a strategic writer and relationship-builder who enjoys collaborating across departments and contributing to a dynamic, nationally recognized performing arts organization.

KEY RESPONSIBILITIES

- **Institutional Giving**
 - Manage a portfolio of foundation, corporate, and government funders
 - Research and identify new institutional funding opportunities
 - Write and submit grant proposals and reports
 - Manage grant calendars and track deadlines
 - Collaborate with program, artistic, and finance staff to develop project narratives, budgets, and evaluation data
 - Assist in developing funding strategies for education programs, artistic productions, and strategic initiatives
- **Corporate Sponsorship**
 - Cultivate and steward corporate partners year-round
 - Develop sponsorship packages for the summer festival, OPERA Iowa, Apprentice Artist Program, the Opera Gala, and the Opera Showcase
 - Ensure fulfillment of all benefits (ad proofs, marketing recognition, receptions, visibility, etc.)
- **Fundraising Event Support**
 - Serve as the primary staff lead for managing institutional partner engagement and sponsorship fulfillment at major fundraising and cultivation events, including:
 - Opera's Wine, Food & Beer Showcase
 - Opera Gala
 - Corporate cultivation events (opera preview performances, educational previews)
 - Coordinate sponsor recognition, hospitality, and visibility to ensure all corporate and institutional commitments are fulfilled
 - Collaborate with Advancement staff to support fundraising activities associated with these events, including sponsorship coordination, silent auction initiatives, and donor cultivation opportunities

- Manage event timelines, deliverables, and cross-department coordination to ensure a successful event execution
- **Stewardship & Reporting**
 - Develop customized stewardship plans for institutional donors
 - Coordinate recognition, reports, updates, and partner communications
 - Ensure compliance with grant requirements and reporting obligations
- **Systems & Administration**
 - Maintain grant records and deadlines in Patron Manager
 - Assist with budgeting for grant-funded programs
 - Conduct prospect research using foundation databases and public filings
 - Participate in cross-department collaboration and advancement planning
 - Undertake training to become a certified Patron Manager user
- **Organizational Participation**
 - Support the Advancement team with processing donations and tickets orders over the phone and at special events
 - Work nights and weekends during the festival season and other DMMO events
 - Participate in professional development and fundraising networks
 - Promote an inclusive, respectful and compassionate working environment that prioritizes the company's values towards equity, diversity and inclusivity

QUALIFICATIONS

- Bachelor's degree required
- 1-3 years of experience in grant writing, institutional fundraising, or nonprofit development is preferred
- Exceptional written communication and storytelling skills
- Strong project management and deadline management skills
- Experience with Patron Manager or similar donor databases/research tools preferred
- Passion for opera and/or the performing arts is strongly encouraged
- 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 50 pounds occasionally and sitting or standing for long periods of time. The position requires the ability to use computer equipment and the ability to communicate verbally and in written word. This position occasionally requires long hours and a flexible work schedule in support of a performance schedule and special events.

HOURS AND LOCATION

Employees work onsite at the Lauridsen Opera Center in Indianola, Iowa. Night and weekend work is required during the festival season, and as needed during the off season.

COMPENSATION AND BENEFITS

Salary is \$58,000. Competitive health, life, disability, and retirement plan, and generous PTO.

TO APPLY

Please send a cover letter and resume to careers@dmmo.org with the subject line "Institutional Giving Manager."

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.