



Position: Events and Corporate Giving Officer
Reports to: Director of Development
Works Closely with: General Director, Development Committee, Development Staff, Marketing Staff, Artistic Administrator, Director of Production, Director of Facilities Operations, Director of Theater Operations, Volunteer Coordinator

Job Description:

A full-time, exempt, position in the Development Department primarily responsible for ensuring the successful execution of signature and special events. Working with the Senior Development Officer, the Events and Corporate Giving Officer will also play a key role in developing Sarasota Opera's corporate giving programs and event sponsorships. This is a highly collaborative position, working with key personnel across several departments. The ideal candidate will take ownership of their duties, have ideas for keeping events fresh and enjoyable, and be able to work independently and collaboratively.

Overview:

Plan and direct signature and special events. Coordinate, administrate, and implement the event process with Board members, committees, sponsors, staff, and vendors. Salary and benefit information below.

Hours of Work:

Maintain eight-hour workday, flexible schedule, Monday through Friday. Attend and supervise events and be present for set-up and break-down. Attend select performances to staff donor lounges. Paid time off is not granted during production periods (typically October to mid-November and January-March).

Key Responsibilities:

- Solicit and confirm event underwriting
- Manage a small portfolio of donors/prospects for whom events are their primary engagement area with the organization, sometimes soliciting annual gifts
- Conduct event committee meetings and work with committees in planning of events
- Oversee the design and printing of all invitations, programs, signage
- Oversee event mailings and process RSVPs, event contributions, and reservations
- Issue associated contracts and manage the event budgets balancing cost control with high-quality event production
- With Artistic Director, General Director, and Development Director, execute seating and produce event programs
- Develop publicity and marketing plan with marketing staff
- Coordinate physical logistics with facilities and theatre operations staff
- Advise Volunteer Coordinator of any special assistance needs
- Develop sponsorship opportunities with the Development Director and Senior Development Officer
- Present the strategy for accomplishing these goals to the Development Director
- Secure in-kind contributions and be willing to ask for discounts and free items. This is a key element of this position.

Events (70% of work)

- Meet and/or exceed annual event income and work within or below annual expense goals
- Work with volunteer event chairs to procure individual underwriters
- Work with appropriate development staff to secure and fulfill terms of corporate sponsorships
- Take a lead role in all aspects of each event, with input from committees, from publicity and invitations to menus and catering to décor, working with appropriate staff along the way
- Manage RSVP, acknowledgement, seating, and check-in, as required, including all event data input and reporting
- Work with staff and committees to arrange artistic programs for events and ancillary event entertainment
- Coordinate all necessary internal set-up requirements with the facilities staff according to the established protocol.
- Create a run-of-show for all events
- Current list of events:
 - Signature Events
 - Mini-Event Series (year-round)
 - Taste of Downtown fundraiser for Youth Opera (September)
 - Curtain Raiser Dinner (October)
 - Moonlight & Melodies Dinner Series (3-4 themed dinners, October to March)
 - Salute to the Stars Award Luncheon (March)
 - The Opera Gala (March)
 - Special Events (benefit events)
 - Kretzmer Legacy Society Luncheon (November)
 - Donor Appreciation Dinner On Stage (December)
 - Season Preview Luncheon (February)
 - Off-site Donor Appreciation Dinner (March)
 - Meet the Artists Reception (March)
 - Board of Trustees Dinner (April)
 - In-House Events
 - Opening Night Company Party, working with Company Manager (February)
 - Various cultivation events
 - Others as assigned

Corporate (30% of work)

- Collaborate with Senior Development Officer to meet annual Corporate fundraising goals
- With Senior Development Officer, cultivate and steward corporate relationships during season, as well as, pre-and post-season by initiating lunch and meeting dates.
- Create event sponsor prospect list
- Attend business/community events leading to network opportunities
- Meet with new event sponsor prospects to introduce to Sarasota Opera and identify company giving policies, preferences, and timelines
- Meet with previous event sponsors to discuss renewed/new giving opportunities
- Establish benefit agreements with event sponsors and deliver all corporate giving benefits as promised
- Manage all corporate sponsor-related events and benefits: tours, tickets, seating, lectures and other customer service needs of corporate supporters

Required Skills:

- Minimum of 3 years working in special events and fundraising and/or experience in hospitality dealing with food and wine service
- Extensive knowledge of MS Office products, particularly Word, Excel, and Outlook
- Strong multi-tasking abilities, be well organized, think creatively
- Be collegial with staff and volunteers and friendly and welcoming to patrons
- Exhibits grace under pressure
- Able to write clearly and concisely; strong communication skills; superb attention to details
- Arts experience a plus
- Knowledge of Tessitura donor database or a similar CRM is a plus

Compensation:

- **Salary range is \$50,000 to \$55,000 annually.**
- Benefit package that includes options for health, vision, dental, and supplemental insurance
- Life insurance policy equal to salary, contingent on employment
- Paid time off, plus sick leave (paid time off not granted during production periods, typically October to mid-November and January through March); paid time off awarded after six months continuous employment
- Paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day

Application Process

Only electronic applications will be accepted. Review of materials will be ongoing, and interviews will be scheduled on a rolling basis until the position is filled. Submit a cover letter, resume, event portfolio, and references to soajobs@sarasotaopera.org with "Events and Corporate Giving Officer" in the subject line. No calls, please. Visit www.sarasotaopera.org to learn more about the company, donor benefit structure, giving programs and levels, and events.

Persons from underrepresented communities are encouraged to apply. Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information. All qualified applicants are encouraged to apply.

Sarasota Opera currently requires all employees to be fully vaccinated against COVID-19 and to wear face coverings in shared spaces and at events and performances.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Sarasota Opera, located on Florida's Gulf Coast, is one of the few companies in America that owns and operates its opera house. The 1926 Vaudeville theater underwent a \$20 million renovation in 2008 and the company's budget is \$8.5 million for the current year. Currently in its 63rd consecutive season, the company is known for its commitment to producing all of Verdi's works, its mission to produce opera true to the composers' intentions, and for the community it creates among its artists and patrons.