

**Position:** Development Director  
**Reporting to:** General Director  
**Location:** Eureka Springs, Arkansas

Opera in the Ozarks is seeking a skilled, highly motivated and detail oriented individual to join the team as a Director of Development. The ideal teammate will have the demonstrated ability to build relationships and will have strong organizational skills to assist the organization as it embarks on an exciting period of growth.

### **What you will do**

You'll join a top-notch team and provide consistently outstanding experiences to all stakeholders, in order to ensure a positive, supportive and creative culture internally. You will provide day-to-day leadership and collaboration to support the mission of the organization and to advance the evolving vision of a 70 year old institution. You will be the project manager for both the annual fund and a potential capital campaign. You will maintain and facilitate all aspects related to the campaign planning and organizing, working closely with the senior management and governing board. The annual fund will be the first priority as annual operating costs will grow as the programs expand.

The Development Director, together with the General Director, will be responsible for growing the individual giving program, raising major gifts (\$5,000 and above) and prospect/donor management to support both annual fund and capital campaign. In particular, you will work to develop annual giving models for the nearly 4000 singer alumni of Opera in the Ozarks and over 3,000 orchestra and staff veterans.

You will work closely with the General Director to ensure the successful operation and growth of Opera in the Ozarks. This is a full time, salaried, exempt position.

### **Responsibilities**

As one of the leaders of the senior staff team of four year-round staff and 30-35 seasonal staff, you will be involved in all short-term and long-range discussions and planning.

### **Individual Giving**

- Develop and implement an individual giving program and strategic plan in coordination with current membership program and capital campaign strategy
- Identify and manage portfolio of prospective donors
- Create individual cultivation and solicitation plan for each person in portfolio based on the donor's interest, location, relationship to Opera in the Ozarks or primary stakeholders
- Create stewardship plan for each donor in portfolio
- Practice appropriate moves management by ensuring positive and purposeful prospect and donor relations
- Include General Director, Artistic Director, Operations Director and other key stakeholders and influencers as appropriate in cultivating, soliciting and stewarding donors

- Prepare written materials, including correspondence, solicitation materials, proposals, acknowledgements and regular communication as part of the cultivation and solicitation activities
- Create prospect and gift strategy plan to achieve fundraising targets and report on it regularly
- Ensure donors are acknowledged and recognized in a timely manner

### **Planning for a capital campaign**

- Overall campaign management and organization including planning, pipelines, prospect tracking, strategy, task assignments, timelines and progress toward goals;
- Scheduling meetings, preparing talking points, proposals, assembling presentations and other necessary tasks to prepare for all capital campaign related meetings
- Research and identify prospects
- Record campaign gifts and pledges, generate and send timely gift receipts, acknowledgements and pledge payment reminders.
- Ensure that all data and communications related to prospects, donors and donor recognition is recorded in donor information system
- Maintain master campaign calendar to maximize cultivation events and keep campaign committee on track
- Recommend revisions to fundraising plan, as needed, to meet goals
- Work with General Director on internal and external communications related to capital campaign
- Manage committees of volunteers and other staff as needed for Campaign execution

### **Community and professional involvement**

- Assist in representing the organization in the community, potentially making presentations
- Assist in forging partnerships with other arts organizations in NW Arkansas and participate in developing civic practice relationships with non-arts organizations
- Maintain professional network and skills development through professional organizations
- Other duties as assigned.

Note: This job description is not intended to be a comprehensive listing of activities, duties or responsibilities.

### **Schedule**

This position requires a combination of daytime, evening, and weekend hours. Exact hours/work schedules will be developed with the General Director. You will be based in Northwest Arkansas, but some remote work, especially while COVID persists, may be possible.

### **Who we are looking for**

You have a high degree of professionalism in your communications and actions with stakeholders. You have an eye for detail and excellent organizational skills. You have high standards but meet them through collaboration and dedication. You have experience managing and supporting an annual campaign and/or a capital campaign, preferably in an arts organization.

Qualifications required for your success

- Minimum of three years' experience in major gift and/or capital campaign fundraising
- Demonstrated ability to grow individual giving and major gifts
- Demonstrated skills in producing cultivation and stewardship strategies
- Ability to maintain a high level of confidentiality
- Ability to read, work at a computer, and communicate in English
- Demonstrated strong organizations skills and attention to detail
- Proficiency in MS Word, Excel, Publisher. Familiarity with Adobe Illustrator, Photoshop and experience selecting donor management software is beneficial.
- Willingness and ability to work within rigorous and demanding time schedules, including morning, evening and weekend hours.
- Experience managing and working within a budget
- Driver's license required. Must have own transportation

Additional helpful experience Includes

- Bachelor's degree from an accredited college or university
- Interest in, and ideally knowledge of, opera and music in general

Personal attributes that support your success

- You have the ability to act as a trusted partner with colleagues while demonstrating expertise and integrity
- You are helpful, a team player, and show respect while collaborating with others
- You have superior interpersonal skills, with the ability to align donors' interests to the mission of Opera in the Ozarks
- You are a passionate story-teller.
- You have the ability to stay flexible and solution-oriented within a fast-paced and ever-changing environment.
- You have maturity and understanding of the artistic process and demonstrated ability to work independently and collaboratively.

**About Opera in the Ozarks**

Founded in the 1950s, Opera in the Ozarks is proud to have its alumni on the world's most impressive stages as well in a variety of other careers where hard work, collegiality, and excellence are critical. For almost its entire history, the organization has drawn support from the south central region of the National Federation of Music Clubs as well as from patrons at its productions.

In 2018, the board launched a strategic planning project to meet changing demographics and changing community needs. The mission was redefined to include music learning and performance at all levels and to emphasize lifelong learning. As a result, the company has been making refinements to its opera training program, which will remain its premier offering, and is planning for new initiatives such as musical theater training, adult music education, early childhood music, and choral and instrumental workshops. Many of these new programs will involve partnerships with other arts organization in Northwest Arkansas and southern Missouri.

**About the Community**

Northwest Arkansas is one of the fastest growing and most dynamic regions in the United States, with more than 545,000 residents—a figure that grows by approximately 30 new

residents each day. The region is home to a diverse community of artists and creative professionals. The median age is 33.5 years, making it an ideal home for young professionals and families. The region is powered by three Fortune 500 corporate headquarters and the flagship campus of the University of Arkansas. Its historic downtowns and vibrant entertainment districts are recognized as top destinations for shopping, dining, and the arts. Outdoor amenities abound, with multiple state parks, 486 miles of Beaver Lake shoreline, an impressive regional trail system, botanical gardens, and endless hiking, biking, and boating opportunities.

The public, private, and philanthropic sectors have invested billions of dollars creating a world-class infrastructure and amenities. Recent examples include:

- **Arts and Culture:** Opened in 2011, Crystal Bridges Museum of American Art hosts more than 600,000 visitors each year and has a robust education program. In 2020, The Momentary, a satellite of Crystal Bridges, is a multi-disciplinary space for contemporary visual and performing arts and an artist-in-residency program. The Walton Arts Center and Walmart AMP venues host dozens of Broadway shows and concerts for more than 350,000 visitors annually. The Scott Family Amazeum is an interactive children's museum. The University of Arkansas recently announced gifts of more than \$160 million to support the establishment of a School of Art and the Windgate Art & Design District. The City of Fayetteville has created a new cultural arts corridor and a 50,000- square-foot theater complex for TheatreSquared, named by the American Theatre Wing as one of the nation's ten most promising emerging theaters. Brightwater: Center for the Study of Food is a world-class culinary education facility that has put the region on the national culinary landscape. Eureka Springs is known for its lively artist community. Eureka Springs School of the Arts, just down the road from Opera in the Ozarks, holds classes in art and crafts year round. In addition, the region is home to a number of outstanding architectural gems including Thorncrown Chapel.

- **Festivals:** The Bentonville Film Festival focuses on diversity and inclusion in film. The Fayetteville Roots Festival is an intimate five-day urban music and food festival. Artosphere is the Walton Arts Center's annual arts and nature festival, celebrating artists who are influenced by nature and inspire people to live more sustainably. BITE NWA is a three-day food festival, celebrating the region's best cuisines, ingredients, restaurants, and chefs. Eureka Springs is home to the Great Passion Play, an outdoor summer extravaganza and Biblical theme park. Eureka Springs holds the Ozarks Mountains Music Festival as well as other regional folk activities.

- **Recreation:** The region features nearly 400 miles of natural-surface trails and multi-purpose paved paths, including the 37-mile Razorback Regional Greenway, which connects seven major cities across the region, four new technical bike courses, two climbing facilities, botanical gardens, and multiple farmer's markets. Highway 62 is ranked as one of the nation's finest motorcycle rides. Eureka Springs is also home to Turpentine Creek Wildlife Refuge, a sanctuary for big cats. The beautiful Ozark Mountains are a year round delight with spring wildflowers, temperate summers, gorgeous fall colors, and mild winters.

Northwest Arkansas is gaining national recognition for its robust economy and outstanding quality of life, ranked among the top five places to live by *US News & World Report* for the past three years.

*Opera in the Ozarks is an equal opportunity employer and is committed to building and maintaining a culturally diverse workplace. We encourage women, minorities, individuals with disabilities and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status of protected veteran, among other things or status as a qualified individual with a disability.*