

**South Orange Performing Arts Center (SOPAC)
Development Manager – Job Description**

REPORTS TO: Development Director

MANAGES: Development Associate

SCHEDULE: This is a salaried, exempt position. Hybrid schedule, minimum 40 hours per week, Monday – Friday with select night and weekend obligations.

OVERVIEW OF THE POSITION

The South Orange Performing Arts Center (SOPAC) is a growing cultural institution that presents world-class artistic and cultural experiences for diverse audiences from its campus in South Orange, New Jersey. SOPAC's Development Department plays a critical role in fostering positive relationships with patrons, donors, and other stakeholders, stewarding them to a greater connection with the organization.

The Development Manager's primary focus will be to help grow SOPAC's revenue through increased institutional and individual contributions, through the lens of SOPAC's Mission. They will oversee SOPAC's portfolio of institutional supporters, ensuring the timely delivery of funder proposals and reports and the administration of funder obligations, researching prospective funders, and maintaining relationships with points of contact at foundations and corporations. They will also support SOPAC's membership program, assisting with donor communications and stewardship, and supporting all fundraising events. The Development Manager provides a high level of donor-centric service to SOPAC's stakeholders. This position requires constant computer usage in a mostly stationary position, occasionally using filing cabinets and moving supplies, as necessary. SOPAC currently operates in a hybrid work environment, with three days in the office per week. The Development Manager reports to the Director of Development and manages a Development Associate.

DUTIES AND RESPONSIBILITIES

Institutional Giving (40%)

- Manage and grow SOPAC's portfolio of foundation and corporate supporters, including the drafting and timely submission of proposals, reports, updates, and other relevant communications.
- Maintain and update calendar and tracking methods; input all annual deadlines for proposals, reports, and meetings.

- Ensure the timely and complete delivery of funder and sponsor acknowledgement and benefits.
- Research new funding opportunities and identify grant and sponsor prospects.
- Manage, evaluate and expand the Local Business Network.

Individual Giving (30%)

- Support member stewardship and cultivation through excellent customer service, further engaging with them and deepening their commitment; support retention and renewal of current members.
- Act as primary contact for Member Services, providing members with a concierge service, including assistance with renewals, ticket purchases, and benefit redemption such as utilizing their member portal login, receiving member discounts, accessing presales, etc.
- Ensure membership materials and communications are accurate and up to date.
- Assist with membership events, including invitations, RSVPs, event details, etc.
- Provide support for donor events, including planning, reporting, ticketing, digital fundraising, etc.

General/Administration/Operations (30%)

- Establish, manage, and evaluate routine procedures including data entry and maintenance, file management, electronic forms, gift processing, matching-gift fulfillment, donor and prospect research, data reports, list segmentation, scheduling, and stewardship activities.
- Implement best practices for fundraising and database management; explore new fundraising tools and trends.
- Generate reports from SOPAC database to facilitate targeted mailings; coordinate segmentation and targeting of direct mail.
- Help develop, manage, and implement strategies for fundraising activities to sustain continued growth and achieve SOPAC's Mission.
- Sustain effective working relationships with volunteers, staff members, board of governors, and community liaisons.
- Work collaboratively with Audience Services, Community Engagement, Marketing, Production, and Finance departments to understand funding needs and coordinate meetings as necessary.
- Assist with direct mail and e-mail communications, focusing on annual appeals, membership renewals, member newsletters, donation acknowledgements, and annual report.
- Provide leadership for internal and community activities and initiatives; engage with the community to bring more awareness to SOPAC and its mission/programs; attend community events/meetings as needed.
- Attend select performances as SOPAC ambassador; meet with funders and members attending performances.

- Provide administrative support for the Director of Development; supervise Development Associate.
- Provide general administrative support, including taking minutes at meetings, file management, inventory, and presentations as needed.
- Other duties, as assigned.

QUALIFICATIONS

- Bachelor's degree
- 3+ Years of fundraising or related experience
- Exceptional grammar, editing, and verbal communication skills.
- Excellent communication, project management and organizational skills
- Detail oriented and deadline driven.
- Experience with Salesforce or similar data management systems preferred.
- An interest in and passion for arts and culture are desirable.

COMPENSATION AND BENEFITS

The target salary for this position is \$55,000 – \$65,000, to be determined based upon experience and qualifications. Competitive benefits package. Candidates must currently reside or be willing to relocate within commuting distance of SOPAC to be considered for this role. SOPAC provides a competitive benefits package that includes medical and dental coverage, PTO, and other time off, and a 403b retirement plan with employer matching contribution.

SOPAC does not discriminate on the basis of any protected status under federal, state, or local law. We encourage individuals of all identities and abilities to apply.

APPLICATION PROCEDURES:

A review of prospective candidates commences immediately, continuing until the position is filled. Interested and qualified individuals, and recommendations of same, are to submit their credentials exactly as described below for full consideration:

Please submit the following documents in the order shown as one PDF file, saved as:

Candidate First Name_Candidate Last Name_SOPAC Development.pdf

- Cover letter (maximum one page) describing your interest and alignment with this opportunity.
- Résumé or CV (maximum three pages).
- Three professional references, including name, email, phone, and one sentence that describes the nature of the relationship (these will only be utilized for candidates that advance to the finalist round)

Anticipated start date: Mutually agreeable date, no later than October 1, 2023. All inquiries and discussions will be considered strictly confidential. Applications or recommendations for qualified candidates will be accepted via email only to:

Jonathan Kitt
Development Director
SOPAC
Jonathan@SOPACnow.org