

Job Title: Institutional Operations Manager
Department: Development
Reports To: Associate Director of Development, Institutional Giving
Classification: Fulltime, Exempt
Date: September 2021
Salary Range: \$55,000-\$65,000 per year

SUMMARY

The Institutional Operations Manager supports the Institutional Giving (corporate, foundation and government) team by effectively handling detailed fundraising projects and ensuring that critical deadlines are met. Tasked with managing the systems, resources, and procedures needed to maintain organized fundraising operations, the Manager is responsible for the Institutional Giving calendar, donor recognition, creation and maintenance of proposal attachments (including detailed financial documents), and select administrative tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage the donor cultivation, solicitation, and stewardship process for all Institutional donors via the Institutional Giving calendar created with the Tessitura database. With guidance from portfolio owners (who will manage the donor relationship and draft the proposal narrative), keep all plan information accurate and up to date. Communicate proactively with team members to ensure all tasks are completed in advance of external deadlines and take lead on assembling proposal components (either log into an online system to upload proposal attachments or collate hard copies of attachments). Submit/mail all proposals and reports on behalf of the team. Double check key external deadlines regularly throughout the season.

Be responsible for all financial data needed for Institutional Giving proposals and reports. This includes using Financial Edge and other tools to create and format detailed budgets and revenue forecasts for specific projects, lists of pending and committed funders for certain projects, breakdowns of funding sources, and closed final expenses and revenue sources for completed projects. Assist in the creation of budgets for brand new HGO programs for use in donor proposals. Assume responsibility for all budget narrative components for Institutional Giving proposals and reports. This includes working directly with Finance and other departments to understand and draft detailed explanations of budgets and potential line item variances.

Update and maintain commonly used Institutional proposal attachments and information, including budgets and financial documents, Board and donor lists, biographies of key personnel, repertoire and cast lists, copies of critical reviews and press, etc. Take the lead on collecting and inputting demographic data and statistics required for various proposals and memberships. This requires frequent collaboration with other departments like HGOco, HR, and Marketing.

Maintain centrally-stored donor recognition information and act as main contact for all Institutional donor listings. Act as point person for accurate donor listings and logo recognition in Opera Cues and print publications; HGO website; Wortham Theater marquees; performance surtitles; banners; signs; and posters. Establish and maintain an efficient filing system for all Institutional records. This includes managing grant related records, database plans, and tracking receipt confirmation for all mailed and emailed materials. Take lead on various special fundraising projects as assigned.

ESSENTIAL JOB REQUIREMENTS

Bachelors degree with 3 or more years of administration, finance, project management, and/or office management experience required. Experience in Financial Edge or related financial software necessary, as is a high level of comfort with financial and budgetary data. Must have demonstrated ability to implement and manage technical projects utilizing a database; Tessitura experience a plus. Requires proven excellent written and verbal communication skills. Requires some night and weekend work.

SPECIAL JOB CHARACTERISTICS

We seek a resourceful, proactive, self-starter who is able to independently solve problems and prioritize key tasks in a fast-paced environment. Successful candidates will be natural motivators, who encourage and empower others to meet goals and requirements in a professional and courteous manner. Must be highly organized with strong attention to detail. Knowledge of opera not necessary, but passion for the arts is a must.

APPLICATION INSTRUCTIONS

To apply for this position, please visit Houston Grand Operas job board at www.houstongrandopera.org/employment-and-auditions/ RESUMES ACCEPTED UNTIL FILLED.

Houston Grand Opera is an Equal Opportunity Employer. Candidates for employment are considered without

regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job related disability, or marital status.