



JOB POSTING: PART-TIME DEVELOPMENT ASSOCIATE

COMPANY OVERVIEW:

Founded in 1976 in Lane County, Oregon, Eugene Opera is a regional opera company committed to providing meaningful artistic experiences for community members through the presentation of operatic works.

Eugene Opera's mission is to produce artistically excellent opera and engage our community in that effort. The Company's vision is to increase audience engagement, support local and emerging artists and enrich the lives of youth through education.

Our programming features both traditional and contemporary opera performances, as well as several youth engagement programs. In a typical season, performances, community events and educational opportunities reach 2,500 to 3,000 Oregonians.

JOB OVERVIEW:

Eugene Opera seeks a part-time **DEVELOPMENT ASSOCIATE** with passion for arts and community to provide support for all fund-raising efforts of the Executive Director and the Board of Directors.

JOB DUTIES AND RESPONSIBILITIES:

- Maintain donor records in DonorPerfect and create donor mailing lists
- Identify new individual prospects and initiate meetings for the Executive Director and Board
- Research new grant opportunities
- Create initial draft of grant proposals and project budgets for review by the Executive Director. Submit reviewed draft in grant portal.
- Conduct and track campaigns such as seasonal ask letters
- In conjunction with the Executive Director, plan special events such as galas and fund-raising dinners
- In conjunction with the Executive Director, identify opportunities for corporate support
- Additional duties as required

QUALIFICATIONS:

- Experience with databases and detail-oriented approach to record-keeping
- Experience with Excel
- Excellent communication, relationship-building, and interpersonal skills
- Excellent writing skills / grant-writing skills preferred
- Prefer 1-3 years' work experience in non-profit administration
- Bachelor's degree required
- Initiative required

TERMS: The job is 20-30 hours weekly. Paid sick and vacation time is offered. A flexible schedule can be accommodated.

COMPENSATION: Starting at \$20/hour

COVID-19 precautions:

- Remote interview process
- Social distancing guidelines in place
- Virtual meetings

EEO STATEMENT: Eugene Opera is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, religion, sexual orientation, gender identity, disability or any other protected characteristic as outlined by federal, state, or local laws.

To apply, please send resume and cover letter to info@eugeneopera.org,