



MANITOBA OPERA

Manitoba Opera is Winnipeg's oldest and largest professional opera company. In addition to producing full-scale productions of opera at the Centennial Concert Hall, Manitoba Opera also presents a robust assortment of community engagement and educational activities. As Manitoba Opera builds towards its 50th anniversary, we are looking to add exceptional writing expertise to our fund development team.

The Grant/Corporate Gifts Manager

Reporting to the Director of Development, the Grant/Corporate Gifts Manager manages Manitoba Opera's relationships with institutional funders. This position is the principal writer responsible for writing case statements, grant proposals and fulfilment reports to governments, foundations, corporations and other grant-making organizations. In addition, this position will assist with all department fundraising activities, including donor appreciation, cultivation and special events.

Duties include but are not limited to the following:

Annual Corporate Giving & Sponsorships

- Plan, research and identify operational programs and special projects suitable for corporate sponsorship.
- Identify corporate prospects, prepare proposals and solicit support in the community to meet or exceed annual budget goals.
- Manage sponsor relations including: research, cultivation, solicitation and stewardship activities such as: prospect identification, proposal writing, execution of sponsorship agreements, fulfilment reports, manage stewardship activities.
- Manage stewardship of existing and prospective corporate sponsors, with a special focus on renewing existing relationships and achieving multi-year sponsorship agreements.
- Write all campaign renewal letters to corporate donors.
- Track existing corporate support activity and maintain an updated prospect database using Theatre Manager.
- Keep an updated profile of all sponsor and prospect activity in Theatre Manager.
- Ensure prompt acknowledgement and appreciations for all corporate giving.
- Prepare internal donor reports and analysis as required.
- Work closely with the Marketing Department to ensure fulfillment of recognition for sponsors, including recognition in programs and website.
- Support the Director of Development in preparing the annual Fund Development Plan.

Government and Foundation Grants

- Serve as the lead writer for grant proposals to government funders and foundations, and other non-governmental funders.

- Coordinate and collect the required support materials and statistics for funding requests.
- Research governmental and foundation funding opportunities.
- Work with other departments to gather accurate information to fulfill reporting requirements.
- Track status of grants and prepare final reports as required.
- Maintain a calendar of funding and reporting deadlines to ensure adequate time for preparation of materials.

Other Duties

- Write articles for donor newsletters, annual reports and other development communications.
- Develop sponsor/funder based content for social media.
- Work with MO volunteers to execute events, mailings, research, etc.
- Assist with donor appreciation, cultivation events, intermission and post-show receptions.
- Assist with special events, preshow dinners, and backstage events.
- Assist with selling of performance tickets when required.

Qualifications

- Superior writing and editing skills.
- Ability to write complex proposals and reports.
- Experience with research, persuasive grant writing and submitting funding proposals
- Knowledge of fund development theory, principles, ethics and practices with special focus on corporate donors.
- Knowledge of Manitoba and Canadian businesses, corporations, foundations and funding agencies.
- Ability to work both independently and as a team member on multiple projects.
- Strong commitment and ability to maintain confidentiality.
- Strong organizational skills, a high level of initiative, creativity, diplomacy and discretion in working with the Board of Directors, committees and the public.
- Completion of the Certified Fund Raising Executive (CFRE) designation process is considered an asset, or an equivalent combination of education and experience.
- English degree or business degree considered an asset.
- Proficient with MS Office suite, internet research and online applications.
- Ability to perform an occasional activity where standing and lifting objects up to 10 kg is required.
- Valid Driver's license and vehicle.

Manitoba Opera is committed to achieving employment equity, therefore encourage applicants to self-declare in Cover letter if Indigenous (*First Nation includes Status, Treaty or Non-Status, Metis and Inuit*).

Cover Letter and Resume for this position will be received up to **September 3rd at 4:00 pm**
 Please forward your Cover letter and Resume to: mbopera@mbopera.ca
Manitoba Opera thanks all applicants, however only those selected for an interview will be contacted.