

Opera for the Young  
Development Coordinator  
Position Description

2026

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Opera for the Young (OFTY) seeks a dynamic and detail-oriented Development Coordinator to support our mission of bringing opera to children across the Midwest. This role combines fundraising and marketing responsibilities to ensure community engagement and financial stability. This is a hybrid staff position with some in-office time required. The Development Coordinator collaborates closely with the General Director to implement strategic goals and strengthen relationships with donors and the broader arts community.

#### Position Details

- **Status:** Half-time, 12-month salaried position
- **Pay Range:** \$24 per hour
- **Benefits:** Simplified Employee Pension Plan (SEP)
- **Schedule:** May require some nights, weekends, and occasional travel

#### Responsibilities

##### Fundraising and Development

- Cultivate and strengthen relationships with donors to expand major gift and corporate sponsorship programs.
- Plan and execute individual giving campaigns and re-engage lapsed donors.
- Manage grant processes, including prospect research, relationship development with foundation staff, and preparation of accurate and timely applications.
- Manage development income (grants and donations); enter payment data into Salesforce and QBO.
- Maintain a grant calendar in Salesforce to ensure timely submissions.
- Oversee donor recognition and stewardship efforts to foster a culture of philanthropy.
- Collaborate with the Board and staff to ensure the success of fundraising events.

##### Public Relations

- Ensure external communications are consistent, mission-centric, and reflective of OFTY's values.
- Spearhead social media campaigns, pitch feature stories, and generate media coverage throughout the region (Wisconsin, northern Illinois, and eastern Minnesota).

##### Board of Directors Support

- Act as staff liaison to Development committees and attend all Board meetings as a non-voting member.
- Provide regular reports to the Board, keeping members updated on fundraising activities and needs.
- Serve as a fundraising advisor to the Board, engaging members to enhance the organization's fundraising efforts.

## Qualifications

- **Education:** Bachelor's degree preferred
- **Skills:**
  - Excellent writing skills with samples.
  - Strong computer proficiency or ability to learn programs, including Salesforce, MS Office Suite, QuickBooks, Adobe Creative Suite, and video editing software.
  - Ability to prioritize and manage multiple deadlines effectively.
  - Excellent interpersonal, communication, and relationship-building skills.

## Why Join Opera for the Young?

As OFTY's Development Coordinator, you'll play a vital role in expanding access to live opera for children while ensuring the organization's financial sustainability. Your work will directly impact thousands of students and help share the future of arts education.

## To Apply:

Submit your resume and a cover letter detailing your qualifications and enthusiasm for OFTY's mission to [info@ofty.org](mailto:info@ofty.org).