

NORTH CAROLINA OPERA

Development Manager Position Announcement

July 14, 2025

Hiring Range: \$65,000-\$75,000

Applications will be accepted until: August 31, 2025

North Carolina Opera
612 Wade Avenue, Suite 100
Raleigh, NC 27605

The Opportunity

North Carolina Opera, now entering its 16th year, is the opera company of Raleigh. With a budget of \$1.8 million, it is a central part of the vibrant cultural life of North Carolina's Triangle region, producing 3-4 mainstage operas each season, along with recitals, concerts, and outreach and education programs. It has a highly capable and motivated staff, and an active and committed Board of Directors. With year-over-year increases in subscription sales, the company defies national trends as its reach continues to increase.

North Carolina Opera is seeking a Development Manager to lead annual fundraising. The Development Manager will work with the General Director and Development Committee of the Board of Directors to secure philanthropic support for the Opera.

The Organization

The mission of North Carolina Opera is to enhance the cultural life of North Carolina by presenting artistically significant opera productions of the highest quality, strengthening and expanding audiences for opera in the region, and providing regional artists opportunities to participate in operatic productions and events. North Carolina Opera also provides educational programs for children and young adults, offering Opera Out of the Box and Opera Classroom programs, entertaining, educating, and engaging students across the region with popular operatic adaptations.

North Carolina Opera produces both works from the standard repertoire - from Mozart and Rossini to Verdi, Wagner, and Puccini - and newer pieces. The company produced the world stage premiere of Paul Moravec and Mark Campbell's *Sanctuary Road* and was part of the consortium that commissioned Jennifer Higdon and Gene Scheer's *Cold Mountain*, based on the novel by Charles Frazier. North Carolina Opera has produced many state and local premieres, including works by Verdi, Wagner, Britten, Dvorak, and Tchaikovsky.

In the 2025-2026 season, North Carolina Opera continues to bring to the community high quality productions, sharing three of opera's most beloved stories. The season includes Massenet's *Cinderella*, Puccini's heart-wrenching masterpiece *Madama Butterfly* and Verdi's *Il Trovatore*. Each performance offers a unique experience, displaying the emotional depth and grandeur that defines great opera. The work of the North Carolina Opera honors a tradition that joins communities around the globe and across centuries by serving as an important part of the cultural infrastructure in our area.



The Location

The City of Raleigh is the capital of North Carolina, home to several colleges and universities, as well as abundant arts, culture, and recreational opportunities. Fueled by an impressive mix of education, ingenuity, and collaboration, Raleigh and the surrounding “Research Triangle” region routinely rank among the nation’s best places to live, work, and play. Home to more than two million people, the Triangle area, comprising Raleigh-Durham-Chapel Hill, has attracted hundreds of companies to the region, making it the largest research park in the United States. Perfectly positioned midway between the coast and the Appalachian Mountains, the Triangle offers residents a beautiful place to call home.



The Position

As a senior member of the North Carolina Opera team, the Development Manager plays a pivotal role in advancing the organization’s mission by planning and executing a comprehensive annual fundraising strategy. This role is responsible for creating, implementing, and monitoring an annual fundraising plan focused on generating operating revenue. This is accomplished by working in partnership with the General Director and Board Members to lead donor engagement by cultivating and stewarding donor relationships, overseeing fundraising campaigns and events that support annual operational revenue, and identifying new fundraising opportunities to ensure North Carolina Opera achieves its financial goals and can continue to produce a season of performances and educational programming.

To fund the \$1.8M operating budget, North Carolina Opera earns one third of its revenue from ticket sales. Other revenue streams include gifts from individual donors, government sources, foundation grants and corporate support, and the annual Gala. Each year, the annual fund is expected to yield 15-20% of the company’s revenue.



The Development Manager will have the ability to combine a strategic approach to fundraising, project management and relationship-building to drive revenue growth. The ideal individual will excel at cultivating relationships with foundations, corporations, and individual donors who share and support the North Carolina Opera's vision and values. By doing this, the Development Manager will play a key role in expanding and strengthening the community connected to the Opera.

Core Responsibilities

The Development Manager will work with the General Director and Development Committee of the Board of Directors to secure annual philanthropic support for the Opera.

Responsibilities include:

Annual Fund Leadership and Management

- Use a data informed approach to plan and manage the annual fund and implement strategies to achieve fundraising goals.
- Develop a comprehensive calendar, including donor cultivation and stewardship events, and solicitation mailings.
- Grow the Patron Program by building the prospect pipeline, and enhancing and stewarding current donors, encouraging them to increase their support.
- Promote and build on the existing Legacy Program to encourage planned gifts.
- Work with the General Director to identify prospects and donors to visit, initially focusing on those giving \$500-\$2,500 annually.
- Create and implement a stewardship plan to continue building relationships and engagement with donors.
- Work with the established Gala committee to support their work to secure sponsorship for the annual North Carolina Opera Gala.
- Collaborate with internal teams to align annual fund efforts with other organizational campaigns, ensuring cohesive messaging and strategy across all communication channels.
- Oversee the lifecycle of non-governmental grant management, including research and funding opportunities, preparing, and submitting proposals in partnership with the General Director, monitoring compliance, and managing the reporting process.

Board Engagement

- Engage and collaborate with the Fund Development Committee of the Board on fundraising strategies and initiatives.
- Investigate Board member connections with potential donors by conducting one-on-one prospect identification meetings with members.
- Collaborate with Board members to develop cultivation and engagement strategies for connections, ensuring a personalized approach to donor outreach.
- Develop and encourage a multi-year giving plan for Board members.

Data Management/Prospect Research

- Provide oversight to staff responsible for data entry and provide guidance on gift processing and acknowledgement letter preparation.
- Analyze donor and ticket buyer data to optimize outreach and engagement strategies, initiating targeted fundraising appeals to ticket buyers.
- Manage and enhance the donor retention strategy by cross-referencing ticket sales data with donor records to identify lapsed donors, to inform targeted re-engagement strategies.
- Ensure data accuracy, including name, address, contact information is up to date to support effective solicitation, communication, and outreach efforts.
- Develop and prepare monthly reports needed for prospect management, donor retention, patron satisfaction, and pipeline development, focusing on giving trends, donor movement, and financial benchmarks.
- Lead the full implementation and management of an online fundraising platform, including building out mobile giving and peer-to-peer fundraising capabilities to maximize donor engagement.
- Work with a wealth screening resource (iWave) to analyze publicly available data to estimate donor capacity and affinity to support the North Carolina Opera.

Required Attributes, Skills, and Qualifications

The Development Manager must have a strong history of creatively growing annual support achieved through a strategic approach to fundraising. In addition, they should possess a variety of attributes, including the following:

- 5+ years' experience in annual fundraising and donor development
- Demonstrated success in creating and implementing fundraising strategies.
- Excellent interpersonal skills



- Excellent written and verbal communication and persuasion skills, with the ability to present effectively internally and externally. Good writing is important in this position.
- Experience using a donor database to extract, analyze, and present data to inform decision-making.
- Ability to demonstrate exceptional organizational skills by prioritizing tasks, managing multiple projects, and maintaining accurate records.
- Exhibits a resilient and proactive approach, inspiring positivity, and adaptability within the team.
- An interest in performing arts and an appreciation of the value they add to communities is a plus.

Schedule and Location

- Full-time, salaried position.
- Hours are 9:00 am- 5:00 pm Monday-Friday, plus attendance at events, as necessary.
- North Carolina Opera offices are located downtown Raleigh on Wade Avenue, and performances take place at the Martin Marietta Center for the Performing Arts
- Frequent local travel is required; candidates must have a clean driving record and the ability to drive a personal vehicle for work-related activities.
- The position is in-person; certain remote or hybrid arrangements may be possible.

Compensation

North Carolina Opera is dedicated to recruiting an outstanding leader for this position by offering a compensation package that includes a competitive salary in the range of \$65,000-\$75,000 along with a comprehensive benefits package that includes a 401K, health benefits, paid holidays and paid time off.

Equal Opportunity Employer Statement

North Carolina Opera is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, race, national origin, religion, sex, sexual orientation, status as a protected veteran, or any other identities protected by law.

To Apply: Please submit a cover letter and resume to by email to:
development@ncopera.org