



CHRISTOPHER MATTALIANO  
GENERAL DIRECTOR

## CORPORATE AND FOUNDATION GIVING MANAGER

**Date Posted:** June 28, 2010  
**Application Deadline:** July 21, 2010  
**Position Status (both):** Fulltime, Exempt

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Portland Opera, one of the Northwest's premiere arts organization and nation's leading opera companies, seeks an enthusiastic, positive, experienced individual to join a dynamic development team. The Corporate and Foundation Giving Manager works in close partnership with the Director of Development, General Director and the Board of Directors and other volunteers to develop, build and maintain relationships with corporate supporters including general annual support, sponsorships, corporate foundation support and in-kind/trade services and products. This position is also responsible for similar relationships with foundation and government funders.

The successful candidate should be positive, creative, outgoing with a strong collaborative, team-oriented attitude. They must hold a Bachelor's degree and 2-3 three years of experience in corporate and foundation giving at a level of \$10,000 and above. They must have a record of proven success in working with high-level volunteers in soliciting significant corporate gifts and building relationships with corporate supporters leading to larger gifts. They should also have experience in developing high quality written proposals for corporate, foundation and government funding.

Excellent interpersonal, verbal and written communication and organizational skills are required. A love of opera and/or the performing arts and experience with Archtics or other relational databases such as Raiser's Edge or Tessitura are plusses.

A detailed position description is available upon request. Interested candidates should e-mail a résumé, cover letter, a sample of a sponsorship or foundation proposal they have written with a list of three references to [developmentjobs@portlandopera.org](mailto:developmentjobs@portlandopera.org).

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*Portland Opera exists to inspire, challenge and uplift our audiences by creating productions of high artistic quality that celebrate the beauty and breadth of opera.*