



Position Title: Events and Corporate Officer
Reports to: Director of Development
Works Closely with: General Director, Development Staff, Development Committee, Marketing Staff, Artistic Administration, Director of Production, Director of Facilities Operations, Director of Theater Operations, Volunteer Coordinator

Position Summary

A full-time, exempt, position in the Development Department is responsible for ensuring the successful execution of all special events, as well as obtaining corporate sponsorships and providing their stewardship. This is a highly collaborative position, working with key personnel across several departments and outside vendors. The ideal candidate will take ownership of their duties, have creative ideas, and be able to work independently and collaboratively. The highest concentration of work is from January to March and during October and November.

Scope and Impact

Plan and direct special events, which include fundraisers, donor appreciation and cultivation events, and other events as assigned. Coordinate the events process with board members, committees when applicable, sponsors, staff, and vendors. Create opportunities for new special event fundraising. Use events to support donor identification, cultivation, and stewardship with the development team. Cultivation and solicitation to existing and potential corporate sponsors. Participate as a member of the development team with donor relations.

Special Event Responsibilities (75% of work):

- Work with committee(s) in the planning of gala events to secure underwriting, auction items, entertainment, and menus
- Solicit and document all event underwriting
- Meet and/or exceed annual event income and work within or below annual expense goals.
- Oversee the design and printing of all invitations, event brochures, programs, signs, place cards
- Oversee mailings, process RSVPs and event contributions, reservations, and check-in
- Secure venue contracts and manage the event budgets with an emphasis on cost control
- Create seating plans with development staff input
- Coordinate all necessary internal set-up requirements with the facilities staff
- Create a flow for all events with preparation of speakers (including written comments) when necessary
- Develop publicity and marketing plan with marketing staff
- Advise Volunteer Coordinator of any special assistance needs.
- Secure in-kind contributions and be willing to ask for discounts and contributed items or services.
- Prepare event-related program book information, newsletter, and e-mail content
- Manage caterers and equipment rentals

SAMPLE LIST OF EVENTS

- Sarasota Opera Food & Wine Festival (September)
- Moonlight & Melodies (November/January/February)
- Leadership Onstage Dinner (December)
- Legacy Society Luncheon (January)
- Corporate Event with Sarasota Chamber (January)
- Sarasota Opera Gala (January/February)
- Leadership Luncheon (February)
- Opening Night Pre-Performance Dinners (February/March)
- Aficionado Dinner (March)
- Salute to the Stars Awards Luncheon (March)
- Centennial Celebration Dinner (April 2026)
- Board of Trustees End-of-Season Dinner (March/April)
- Mini-Events (Year-round)
- Others donor and cultivation events as assigned

Corporate Responsibilities (25% of work)

- Meet and/or exceed annual corporate fundraising goals.
- Attend corporate/community events to cultivate sponsorship prospects
- Maintain a business prospect list.
- Meet with corporate prospects to introduce them to Sarasota Opera and identify company-giving policies, preferences, and timelines.
- Meet with previous event sponsors to discuss renewed/new giving opportunities
- Establish benefit agreements with corporate sponsors.
- Delivery of all corporate benefits.
- Manage all corporate sponsor-related events and benefits: tours, tickets, seating, lectures, and other customer service needs of corporate supporters, as well as the annual Corporate Event with Sarasota Chamber.
- Provide prospect contacts for program book advertising.

Other Key Responsibilities

- Record plans and steps for events and corporate sponsorship in Tessitura.
- Collaborate with the Director of Development to create a comprehensive development and events plan annually.
- Assist with other aspects of the development department, such as staffing the donor lounges.

Hours of Work:

Full-time, required to attend and supervise events and be present after hours during the Opera Seasons. All members of the Development Team actively participate in the cultivation and stewardship of our patrons. Vacation is not granted during these periods.

Required Skills:

- Bachelor's degree and a minimum of three (3) years working in special events and fundraising and/or experience in hospitality dealing with food and wine service.
- Experience with event planning in the arts, a plus.
- Must multi-task, be well organized, think creatively, and work well with volunteers and volunteer leaders.

- Grace under pressure.
- Requires strong communication skills.
- Word, Excel, Outlook experience a must.
- Knowledge of Tessitura is a plus.

Salary:

- The salary range is \$50,000 to \$60,000 annually, contingent on experience and qualifications.
- Benefit package includes 403b, and options for health, vision, dental, life and supplemental insurance.
- Paid time off, plus sick leave (paid time off is not granted during production periods, typically October to mid-November and January through March); paid time off is awarded after six months of continuous employment.
- Paid holidays.
- EOE.

To Apply: Only resumes emailed with a cover letter explaining your interest and the names and contact information of three references to soajobs@sarasotaopera.org with “Special Events and Corporate Officer” in the subject line will be considered. No phone calls. All applications are welcome, but only those who are being considered will be contacted.

Applications will be accepted until the position is filled.

SARASOTA OPERA

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www.sarasotaopera.org

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