

**THE  
SANTA FE  
OPERA**



**Position:** Development Administrator

**UPDATED:** January 2025

**Reports to:** Director of Development

**Department:** Development

**Employment Classification:** Non-exempt (hourly, with overtime)

**Duties/Responsibilities:**

**Development Gift and Revenue Processing, Acknowledgments and Reports**

- Process all gifts and pledges to The Santa Fe Opera and The Santa Fe Opera Endowment by using the Tessitura software. This process includes preparing matching gift forms, pledge reminders, and depositing revenue moneys from events on a daily basis. Enter and maintain all additional entry for Special Events including attendee status updates, creating new accounts as needed for guests.
- Prepare posting and deposit reports for the Finance Department including maintaining all reports needed in order to reconcile the Tessitura software with the FENXT accounting system. Oversee all adjusting journal entries needed for reconciliation purposes.
- Coordinate the running and the checking of program book listing reports to assist in the process of preparing lists for printing.
- Prepare and/or assist in preparing any other department reports for staff, board, or outside entities as directed.

**Development Records Management**

- Assist in the maintenance of records in the Opera's database including donor memberships for benefit fulfillment, specialized tracking of donations, and the merging of duplicate records.

**Annual Fund, Campaign & Special Events Support Under Direct Supervision**

- Set up general ledger accounts, elevated event campaigns, appeals, and other campaigns as directed.
- Review lists and extractions for Annual Fund solicitation mailings and program book listings
- Assist with other department tasks and event preparations including set up, clean up and deliveries
- Attend events to handle check in and provide support

**Development Administrative Duties**

- Write letters and prepare supportive materials for solicitations and acknowledgments
- Prepare the department's budget for quarterly submission for the approval of the Director of Development prior to submission to the Chief Financial Officer and the General Director
- Draft meeting agendas, fundraising reports, event calendars, remarks, meeting minutes, and other materials as needed for quarterly Board meetings
- Coordinate quarterly projection review meetings
- Act as departmental liaison with the Tessitura Network/ SFO IT department
- In collaboration with the Director of Development, Director of Annual Fund, Director of Institutional Giving, Director of Special Events and Major Gifts Officers, ensure exceptional stewardship of donors and execution of donor benefits
- Provide general support for the department and the Director of Development

**Requirements and Qualifications:** A Bachelor's degree, and 2 to 4 years of prior experience in accounting or in support of a development program for a non-profit organization.

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A working knowledge of income and expense booking. Requires the standard familiarization with the use of computer software, including MS Word, MS Excel, and working knowledge of development software Tessitura.

- Self-directed and takes initiative
- Detail oriented, organized, and accurate
- Forward thinking, creative with solutions
- Able to establish positive working relationships with variety of individuals
- Excellent communication skills, both written and verbal

**In addition, preferred:**

- Ability to exercise exceptional judgment working with high-level donors, Board members, and artists
- Technological proficiency, including Microsoft Office and Outlook. Experience with donor databases, particularly Tessitura
- Knowledge of opera and/or performing arts

**Hours:**

This is a full-time, year-round, benefited, non-exempt position.

Administration office hours are 9 to 5, or a 35 hour week, on a normal schedule and primarily during non-performance months.

Seasonal events and/or special activities including board preparation, meetings, and other assignments will require additional hours.

Vacation time is generally not allowed from June 1 to August 31 of each year.

**Physical Standards:** Ability to remain seated for extended periods of time for preparation of deposits and work in front of a computer monitor. This position involves light work with lifting or moving of up to 20 pounds occasionally and up to 10 pounds frequently. There is finger dexterity needed to handle paper items, use computer and adding machine. Occasional crouching, stooping and reaching are required to accomplish tasks. Frequent phone contact is required.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any instructions, and perform any other related duties, as may appropriately be required by their supervisor.