



## **OPERA COLORADO**

### **POSITION DESCRIPTION**

#### **Individual Giving & Donor Events Manager**

**Reports To:** Director of Development

**Type:** FULL TIME

**FLSA Classification:** EXEMPT

### **The Company**

Opera Colorado is a resident company at the Ellie Caulkins Opera House at the Denver Performing Arts Complex in downtown Denver, with its headquarters located in Englewood, CO. The company employs over 300 people during its season, which spans September through May and serves over 45,000 patrons annually through its mainstage and education programs. The company, which has an annual operating budget of \$7M+, is known for opera productions of extraordinary artistry and innovation, encompassing a broad range of repertoire including contemporary and rarely performed works.

The company is known for its outstanding Education and Community Engagement Programs supported by the Artists in Residence program, which focuses on the development of emerging vocal talent through main stage performances, community education programs, and statewide touring productions.

Opera Colorado is led by General & Artistic Director, Greg Carpenter, who since 2007 has produced an exciting mix of traditional and contemporary repertoire including several world and Colorado premieres attracting artists from around the globe, all while growing audiences to new record levels. Opera Colorado's exciting 41st Season features mainstage performances of Mozart's Don Giovanni, a brand-new production of Wagner's The Flying Dutchman and Saint-Saëns' Samson & Delilah.

### **Who We Are**

Opera Colorado is a dynamic team of creative individuals passionate about our work and helping each other achieve our greatest potential. Adventure, curiosity, creativity, and transparency are at the heart of our team. We create great art, celebrate individuality, encourage growth, and have fun doing it. Our mission is to connect our Colorado Community to the emotions and stories of the world through traditional and innovative

**Colorado Equal Pay for Equal Work Act (SB 19-085) Information**

Compensation is commensurate with skill and experience. Pay range \$60,000-70,000 annually.

opera and educational training programming that is accessible to all. We believe that opera plays a vital role in enriching our community. Every day, Opera Colorado removes barriers to make opera accessible and affordable and tells stories that excite and connect us in meaningful ways. Our distinct contribution to our city's cultural life is centered on our grand opera productions at the Ellie Caulkins Opera House, with additional performances and educational experiences presented live and distributed digitally throughout the seven-county metropolitan area and across the state.

## Our Vision and Values

Opera Colorado aspires to build a family of opera lovers, who reflect the multi-cultural fabric of our community. Our work will tell the great stories of opera, past, present, and future, showcasing diverse talent and innovative approaches that serve as a model for our community and the industry at large. To advance our mission and vision, the Opera Colorado staff has identified a set of core values that aim to inform our organizational culture and decision-making.

- We strive to create an **Inclusive** environment—providing equal access to all opportunities within the company and creating an environment where everyone feels welcome and safe.
- We foster **Creativity** in every aspect of our work—from the originality of our productions and educational experiences, to the way we innovate and solve problems.
- We are **Tenacious** in forging new paths and overcoming challenges—we don't give up when the going gets tough!
- We are **Passionate** about opera, our patrons, and our colleagues—we celebrate our dedication to creating the most compelling opera experiences for the widest audiences.
- We approach our daily work with a high level of **Integrity**—focusing on respectful, professional, and transparent actions, treating others as we would hope to be treated, and creating a trusting work environment.
- We know **Humor** fosters camaraderie and friendship—allowing us to maintain a lighthearted perspective and helping us view stressful events as opportunities.
- We exist to serve our **Community** but we also work collaboratively as a Community of professionals—respecting our individual and collective talents and opinions, while building strong bonds between the company and our patrons.

## Position Overview

The Individual Giving & Donor Events Manager is responsible for managing a portfolio of approximately 100 individual donors primarily within the \$1,000-\$3,499 range, as well as the broad base donor effort of gifts below \$1,000. They will coordinate fundraising strategies and initiatives in cooperation with the Director of Development, manage the Annual Fund effort including the solicitation calendar and the drafting of Direct Mail and other department correspondence, and will help maintain an accurate

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donor database in Tessitura. They will also oversee the execution of all Opera Colorado donor benefit events.

- Full-time position with salary and benefits including but not limited to medical and dental insurance, and 401K retirement plan.
- Evening and weekend work required.
- Location: Englewood/Denver, CO

## **Duties and Responsibilities**

### **Annual Fund**

- Partner with staff, volunteer leadership and appropriate resources as needed to meet department objectives.
- Manage a portfolio of approximately 100 donors and active prospects primarily within the \$1,000-\$3,499 Annual Fund capacity range, with the goal of upgrading donors to higher levels.
- Manage all Annual Fund activities including quarterly donor solicitations to broad base donors within the \$1-\$999 range, via phone and direct mail, benefit fulfillment, donor benefit events and other donor stewardship activities.
- Clearly articulate the mission, vision and needs of Opera Colorado, as well as donor benefits and levels, through written and verbal communications.
- Provide support to all active Development campaigns, including Annual Fund, special, capital and/or endowment campaigns, including multi-year strategies.
- Develop meaningful relationships with Opera Colorado donors, patrons and guests, and serve as a principal point of contact for OC donors.
- Maintain clear and detailed records in Tessitura database, including ongoing communications with current and potential donors.
- Perform gift entry and produce acknowledgment letters when needed.

### **Donor Benefit Events**

- Coordinate logistical elements of all donor benefit events held at the Ellie Caulkins Opera House and Opera Colorado Opera Center throughout the year including space reservation, catering, décor.
- Manage donor benefit event budgets from conceptualization through event completion.
- In partnership with Development team, create invitation lists using agreed upon criteria.
- Track RSVPs accordingly, and serve as primary donor contact for questions.
- In coordination with Development and Marketing teams, compile donor benefit event calendar and invitation schedule.
- Represent Opera Colorado and the Development Team at all donor benefit events, interacting with donors and guests.

## Personal Characteristics

- A motivated individual with a belief in, and commitment to, Opera Colorado's mission and values.
- A good listener and strategist, comfortable receiving input from many sources, with the ability to analyze and formulate information into sound, well-organized plans.
- Intrepid yet tactful; determined yet respectful of others' concerns; someone with flexibility and creativity to find multiple ways to reach objectives.
- A hard worker with a high energy level; a "doer" with a willingness to work hands-on in creating and executing a variety of development activities.
- Emotionally mature, with a sense of humor.

## Qualifications

- One to three years of relevant work experience in Annual Fund fundraising, specifically Individual Giving campaigns and face-to-face solicitation.
- Knowledge of principles and practices of fundraising and diplomacy.
- Outstanding written and oral communication skills.
- Working knowledge of Microsoft Office products.
- Knowledge of Tessitura systems preferred.
- Experience with customer-oriented work environments and high-net worth individuals a plus.
- Task-oriented individual with excellent attention to detail and solid ability to prioritize.
- Strategic thinker with the ability to work independently and make sound decisions as part of a high performing cross-functional team.
- Demonstrated ability to work in an open, respectful, collaborative environment.

## Physical and Other Requirements

- Prolonged period of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Ability for some weekend, early morning, and evening work during busy season.

## To Apply

Please send resume, cover letter, and three references to [humanresources@operacolorado.org](mailto:humanresources@operacolorado.org).

*Data show that women and BIPOC candidates more frequently do not apply to a job because they don't feel they meet all the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!*