



OPERA COLORADO POSITION DESCRIPTION

Director of Advancement

Reports To: General Director & CEO

Type: FULL TIME

FLSA Classification: EXEMPT

Opera Colorado seeks a dynamic, experienced, and strategic communicator and fundraiser to lead the next chapter of the company's growth, partnering with our new General Director & CEO

THE COMPANY

Opera Colorado began out of a desire to establish a major production company that would deliver major operatic productions to our local audiences. Its first season in 1983 featured a roster of internationally acclaimed performers, including James McCracken and Plácido Domingo. The company continues to attract the highest level of talent for its grand opera performances for over four decades. Opera Colorado is a resident company at the Ellie Caulkins Opera House at the Denver Performing Arts Complex (DPAC) in downtown Denver, with its headquarters located in Englewood, CO. The company features its own local professional orchestra and chorus, and employs over 300 people during its production season, which spans September through May, and serves over 45,000 patrons annually through performances and programs. With an annual operating budget of approximately \$7M, Opera Colorado is committed to telling stories that excite and connect our community in meaningful ways.

WHO WE ARE

We believe that opera plays a vital role in enriching our community. Opera Colorado's staff is a dynamic team of creative individuals who are passionate about serving our community through the power of the arts. We create great art, foster trust, and support growth. Adventure, curiosity, creativity, and transparency fuel our team to excellence in all we do. We are committed to creating opportunities to connect and enrich our Colorado community through the powerful storytelling medium of opera, and we are committed to removing barriers to make opera accessible and welcoming to all.

OUR VISION AND VALUES

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, programs, and 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**, and 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 Director of Advancement plays a critical role in the growth of Opera Colorado. This position is responsible for strategic oversight to achieve the contributed revenue goals of the company. Serving as a key partner on the Senior Leadership team, the Director of Advancement works to create and oversee multi-year campaign initiatives that generate the necessary revenue to move the organization forward in its impact and sustainability. In addition, the Director of Advancement works closely with the Director of Marketing to help create long-term strategies for expanding the company's audience base. This position promotes deep collaboration between departments to engage people with the art form and create a greater impact in the community.

DUTIES AND RESPONSIBILITIES

Fundraising (80%)

- Lead and mentor a professional revenue team to bolster philanthropic gifts, build strategic communications, and provide quality donor services. Partner with the General Director & CEO and Board of Directors to set and achieve revenue goals, balancing short-term and long-term financial priorities. Revenue sources include annual and capital campaigns, institutional and individual support, program-specific gifts, and planned giving for endowment.
- Develop and implement a comprehensive donor and volunteer engagement strategy in collaboration with staff and board, aligned with organizational values and codified in an annual contributed revenue plan.
- Uphold professional fundraising standards and establish policies and procedures aligned with Opera Colorado's priorities.
- Serve as a principal ambassador and fundraiser for Opera Colorado and personally identify, cultivate, solicit, and steward donors and prospects in

accordance with performance goals while adhering to the Association of Fundraising Professionals' [Code of Ethical Standards](#).

- Oversee cohesive, consistent messaging across all external communications and patron-facing events.
- Establish effective recruiting, onboarding, professional development, and performance management practices for the advancement team.
- Ensure compliance with company policies and all applicable legal and regulatory requirements.

Value-aligned Leadership (20%)

- Partner with company leadership to align programming and partnerships with Opera Colorado's mission and vision, demonstrated by measurable positive impact for everyone we serve.
- Identify and package organizational priorities as fundraising priorities to support multi-year grants and funding requests.
- Advise the General Director & CEO on growth and sustainability strategies and collaboratively develop multi-year plans and campaigns to ensure Opera Colorado's long-term fiscal health with active engagement from the Board of Directors.
- Serve as planning liaison to the Development and Gala Board committees.
- Support the stewardship of the General Director & CEO's donor portfolio through timely, strategic engagement and requests.

THIS POSITION IS A GOOD FIT FOR SOMEONE WHO...

- Courageously builds cultural competency for themselves and in direct reports, is eager to work towards Opera Colorado's stated objective to be a community-centered institution that values the inclusion of diverse voices, and is welcoming to all.
- Is passionate about the performing arts and committed to building a diverse, inclusive, and community-centered organization.
- Has a strong track record of meeting and/or exceeding revenue goals in non-profit fundraising, ideally within the arts, and is confident leading multi-year campaigns.
- Is financially savvy and comfortable discussing money, with experience in budgeting, grant management, and navigating restricted funds.
- Demonstrates sound judgment, high ethical standards, and discretion in relationship-building and revenue generation.
- Possesses exceptional interpersonal and communication skills, for engaging effectively with donors, board members, volunteers, and staff across a range of personalities and settings.
- Leads and develops teams with empathy and clarity, providing thoughtful supervision, mentoring, and performance management.
- Balances collaboration and independence, shows initiative, and thrives in a fast-paced, evolving environment.

- Is organized and detail-oriented, able to manage complex projects, and meet multiple deadlines.
- Brings strong technical proficiency, including experience with Microsoft Office, Tessitura, and other fundraising and CRM tools.
- Models integrity, positivity, and adaptability—especially during periods of change.

OPERA COLORADO IS WILLING TO TEACH

- Intricacies of opera as a collaborative art form
- Opera-specific procedures around art-making, staffing, and scheduling
- Opera Colorado's operational policies and procedures
- Opera Colorado's CRM database policies and procedures

SPECIAL REQUIREMENTS

Ability to work many nights and weekends. This position requires a great deal of local travel not accessible by public transportation, requiring use of a personal vehicle. Additionally, this position requires the ability to lift 40 lbs. or more on an occasional basis—with or without assistance.

COMPENSATION

The salary range for this position is \$130,000–\$150,000, commensurate with experience. Opera Colorado offers a generous benefits package that includes medical and supplemental insurance, retirement contributions, paid vacation, holidays, and sick leave. We are proud to be an equal opportunity employer and are committed to building a diverse, inclusive team that reflects a wide range of perspectives and experiences.

ABOUT DENVER, CO

Nestled at the foot of the Rocky Mountains, Denver offers an exceptional quality of life with a vibrant mix of urban culture and outdoor adventure. Known for its active lifestyle, diverse community, and thriving economy, the city features over 200 parks, a dynamic arts and culinary scene, and easy access to world-class skiing and hiking. With a strong job market, welcoming neighborhoods, and a spirit of innovation, Denver is an ideal place to grow both personally and professionally.

TO APPLY

Please submit a resume and a cover letter detailing your interest in the position via <https://tinyurl.com/22ndy7a2>. Applications will be considered on a rolling basis.

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